

WORK SESSION AGENDA

**CITY COUNCIL WORK SESSION
TUESDAY
OCTOBER 11, 2016**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
6:00 P.M.**

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. Pledge of Allegiance

3. Roll Call

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR NABOURS
VICE MAYOR BAROTZ
COUNCILMEMBER BREWSTER
COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS
COUNCILMEMBER OVERTON
COUNCILMEMBER PUTZOVA

4. Preliminary Review of Draft Agenda for the October 18, 2016, City Council Meeting.*

** Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*

5. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

6. **Discussion on policy direction for a possible of scope of work regarding a Revenue and Rate Analysis for the Utilities Reclaimed Water Enterprise Fund.**
7. **Implementation of Comprehensive Parking Management.**
8. **Review of Draft Agenda Items for the October 18, 2016, City Council Meeting.***
** Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*
9. **Public Participation**
10. **Informational Items To/From Mayor, Council, and City Manager, and future agenda item requests.**
11. **Adjournment**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2016.

Elizabeth A. Burke, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Ryan Roberts, Utilities Engineering Manager
Co-Submitter: Brad Hill Utilities Director
Date: 10/03/2016
Meeting Date: 10/11/2016



TITLE:

Discussion on policy direction for a possible of scope of work regarding a Revenue and Rate Analysis for the Utilities Reclaimed Water Enterprise Fund.

DESIRED OUTCOME:

Provide direction to Utilities staff on what objectives, informational outcomes and financial policies should be included in a proposed scope of work that would be provided to consultants in determining changes to reclaimed water rates or their structure. Should Council give direction to staff that reclaimed rates or their structure should be changed, the goal would be to develop policies that are as fair and equitable as possible, provide existing customers with better service, maximize the use of existing reclaimed water supplies, while still promoting community objectives. Staff will then incorporate Council's direction into the RSOQ bid document and bring back at a later date for Council to consider.

EXECUTIVE SUMMARY:

During the Spring 2016, the Reclaimed Water Rate discussion was separated from the Water, Wastewater & Stormwater Rate discussion in order to better focus on this topic when appropriate. Staff would like to obtain policy direction from City Council for a possible scope of work regarding Revenue and Rate Analysis for the Utilities Reclaimed Water Fund. Staff is seeking direction whether we should consider changes to Reclaimed Water Rates or their structure, and if so, what objectives, informational outcomes and financial policies should be include in proposed scope of work.

Depending upon the direction from City Council, staff will come back at a later date with a draft Scope of Work for Council to consider. The Scope of Work will include discussion from the meeting and at least the financial analysis of existing reclaimed water revenues, system and operational costs, proposed new capital projects, and an evaluation of any proposed rate impacts. One primary focus of this study would be to ensure the City's Reclaimed Water Enterprise Fund has sufficient, defensible funding to meet their operational, capital, current and proposed debt obligations.

INFORMATION:

City of Flagstaff is considering whether to analyze and evaluate reclaimed water rates for all classes of customers. One goal of this type of study would be to provide existing reclaimed water customers with improved service levels, and to maximize the use of available reclaimed water supply for future.

Attached is a copy of the Reclaimed Water Enterprise Fund's existing 10-year capital improvement program (CIP) and proposed new CIP projects should Council decide to consider increasing rates and revenues.

Below are several options and policies for Council to consider;

1. Council may decide to maintain the existing reclaimed water rates and rate structure.
2. Council may decide to adopt the 3% annual rate increase and keep existing rate structure as recommended by Willdan Financial services in October 2016. This option will increase reclaimed water rates by 3% each year for the next five years, allow for the completion of additional CIP to provide more reliable customer service and incur debt service levels up to 20% in the Reclaimed Water Enterprise Fund.
3. Council may decide to increase reclaimed water revenues by raising rates higher than 3% to complete additional CIP, such as:
 - Advanced Water Treatment Feasibility Study for reclaimed water to determine the feasibility and costs associated with indirect (groundwater augmentation) or direct potable reuse. This would include developing water quality goals for reclaimed water beyond existing regulatory requirements, identifying treatment processes to achieve those water quality goals, developing a conceptual design and associated construction costs.
 - Looping the reclaimed water distribution system for improved system pressures and increased customer service reliability.
4. Independent or in conjunction with Items 1-3 above, Council may decide to modify the reclaimed water rates or their structure, either by:
 - Policy
 - Cost of Service
 - A portion of wastewater treatment expenses allocated to reclaimed water customers

Below are the Council goals that this item supports;

COUNCIL GOALS:

- 1) Ensure Flagstaff has a long-term water supply for current and future needs
- 3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics
- 8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments

The Flagstaff Regional Plan 2030 supports the update and adjustment to City utility rates with the following goals: Policies are only included where needed to clarify a goal.

Goal WR.2 Manage a coordinated system of water, wastewater and reclaimed water utility service facilities and resources at the City level and identify funding to pay for new resources.

Goal WR.4 logically enhance and extend the City's public water, wastewater and reclaimed water utility services including their treatment, distribution and collection systems in both urbanized and newly developed areas of the City to provide an efficient delivery of services.

Goal U.7 Provide for public services and infrastructure.

Goal LU.8 balance future growth with available water resources.

Goal CD.1 Improve the City and County financial systems to provide for needed infrastructure development and rehabilitation, including maintenance and enhancement of existing infrastructure.

Goal PF.2 Provide sustainable and equitable public facilities services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.

Attachments: [Reclaimed Water CIP List](#)
 [Reclaimed Water Rate Policy](#)

**Rate Study Funding
10-Year
Capital Improvement
Projects**

Table A-1: Existing Reclaimed Water Capital Improvement Program

ID #	Project		Total
1	Buffalo Park Tank Chlorination	\$	150,000
2	Juniper Point 1400 ft. of 12" diameter RW pipeline	\$	210,000
3	Juniper Point Loop 2nd Connection 2000 ft. 12" diameter RW pipeline	\$	310,000
4	Rate Study-Reclaimed Portion	\$	7,000
5	Master Plan-Reclaimed Portion	\$	12,500
Total Reclaimed Projects included in Existing Budget		\$	689,500

Table A-2: Proposed New Reclaimed Water Capital Improvement Projects

ID #	Project		Total
1	Reclaim System Improvement-8" Bottleneck	\$	1,400,000
2	Reclaim Storage	\$	2,300,000
3	Reclaim water Line Loop-Continental Phase 1	\$	1,700,000
Additional New Reclaimed Projects to be included in Rate Study		\$	5,400,000



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Reclaimed Water Rates Policy direction

City Council Work Session
October 11, 2016





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Objectives of tonight's discussion

- February 2016, reclaimed water rate discussion was separated out to provide for more specific focus
- Does Council want to *increase reclaimed water revenues* (via increased rates) and/or *change the way we collect revenues* (via a change in rate structure)?
- If yes, what objectives, informational outcomes, financial policies should be included in a Request For Proposals?





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Before Council answers the questions

Provide a Reclaimed Water Enterprise Fund Overview

- Fund separated from Wastewater in FY15 & FY16.
The fund now stands alone with no subsidies
- Revenues & Expenses ~ **\$1.1 million/year**
5-Year average expenses for delivering ~2,100 AF/year (or 680 MG/year)
is \$1.62/1000 gallons (or \$527/AF)
- Current rates support CIP at ~\$689,500 in 5-Year Plan





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If Council says no to any change

Option #1: Reclaimed Rates & Rate Structure
will remain the same

Effect:

Revenues remain stable

Current budgeted 5-Year CIP

Current customer service level remains the same, for
example *summer-time delivery limitations may still occur*





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Table A-1: Existing Reclaimed Water Capital Improvement Program

ID #	Project	Total	
1	Buffalo Park Tank Chlorination	\$	150,000
2	Juniper Point 1400 ft. of 12" diameter RW pipeline	\$	210,000
3	Juniper Point Loop 2nd Connection 2000 ft. 12" diameter RW pipeline	\$	310,000
4	Rate Study-Reclaimed Portion	\$	7,000
5	Master Plan-Reclaimed Portion	\$	12,500
Total Reclaimed Projects included in Existing Budget		\$	689,500





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If Council says Yes to a change

Option #2: Council may decide to adopt a 5-year 3% annual rate increase that was recommended by Willdan to keep up with utilities price index

Effect

Revenues increase

Additional CIP could be completed to provide existing customers with more reliable service

Limited expansion of new customers





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Table A-2: Proposed New Reclaimed Water Capital Improvement Projects

ID #	Project	Total	
1	Reclaim System Improvement-8" Bottleneck	\$	1,400,000
2	Reclaim Storage	\$	2,300,000
3	Reclaim water Line Loop-Continental Phase 1	\$	1,700,000
Additional New Reclaimed Projects to be included in Rate Study		\$	5,400,000





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If Council says Yes to a change

Option #3: Council may decide to increase revenues greater than 3% to achieve other goals & objectives:

Effect

Revenues increase

Additional CIP could be completed:

- a. Advanced Treatment of reclaimed water feasibility study
- b. Advanced Treatment pilot project
- c. Creating a looped Distribution System





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Advanced Treatment of Reclaimed Water Feasibility Study

- Increase water quality beyond regulatory requirements
- Identify treatment processes to achieve water quality goals that could be approved by regulatory agencies
- Determine feasibility and costs to implement advanced treatment at the Rio and Wildcat WRPs
- Evaluate Indirect Reuse (groundwater augmentation via injection wells or other recharge)
- Evaluate Direct Reuse opportunities





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Advanced Treatment Pilot Project

- Outcome of the Feasibility Study
- Select 1 or more of the treatment processes to test
- Set up pilot project of each treatment process to evaluate which would work best in Flagstaff to achieve pre-determined reclaimed water quality goals
- May or may not include injection well or other types of recharge testing





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If Council says Yes to a change

Option #4: Independent or in conjunction with Options 2-3, Council may decide to modify reclaimed rates or rate structure via:

- a. Policy
- b. Cost of Service Study
- c. A portion of wastewater treatment expenses allocated to reclaimed water customers





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Summary

Staff needs direction....Options & Policies to consider:

- Option #1:** No change to rates or rate structure
- Option #2:** 3% increase in rates – increase level of customer service
- Option #3:** Other % increase in rates - to achieve water quality goals beyond regulatory requirements
- Option #4:** Independent or in conjunction with Options 2-3, Council may decide to modify reclaimed rate structure (how we collect revenues from customers)
- Option #5:** Other direction from Council





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Summary

Staff needs direction....Options & Policies to consider:

If Council provides direction on either **Options #2-5**,

Staff will develop an RFP for consulting services (financial & engineering) that will include Council's comments and direction tonight and will bring back at a future meeting for consideration and possible action





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QUESTIONS? *&* *DIRECTION*

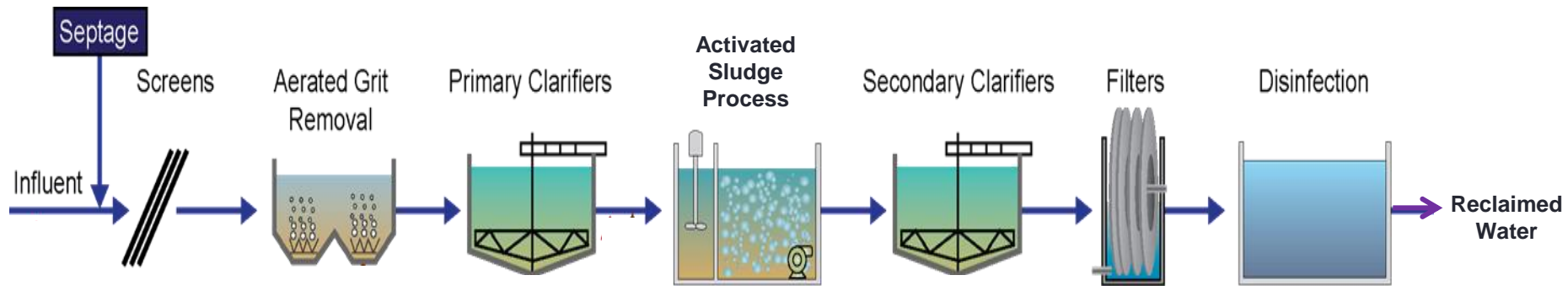




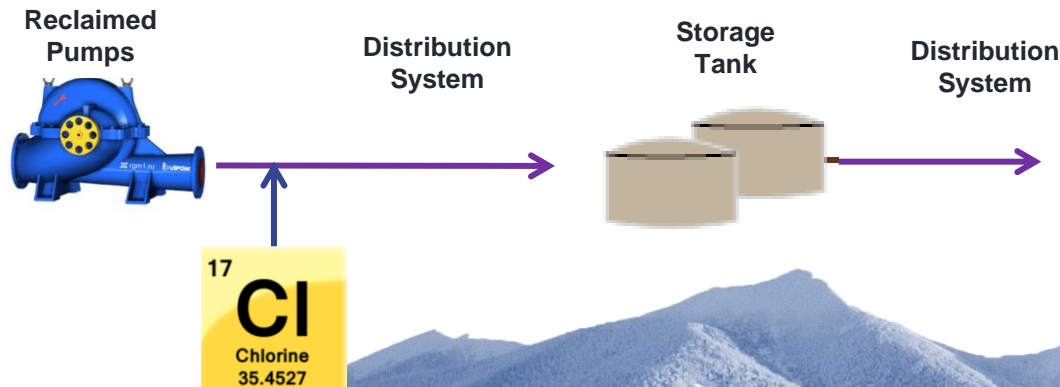
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Rio de Flag or Wildcat Hill WRP Treatment Process



Wastewater Customers
Reclaimed Customers





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CITY OF FLAGSTAFF WATER & SEWER RATES

Effective July 1, 2016 (**Subject to Change**)

RECLAIMED WATER: (per 1,000 gallons)		Customer Class	Inside City Rate	Outside City Rate
Private Residential	Tier 1 (0 - 3,700 gallons)	R1	\$ 1.23	\$ 1.35
	Tier 2 (3,701 - 6,400 gallons)		1.52	1.67
	Tier 3 (6,401 - 11,700 gallons)		2.20	2.42
	Tier 4 (11,701+ gallons)		4.13	4.54
Commercial (no main Ext):	35% of Commercial Rate	C	1.59	1.75
Commercial (w/ main Ext):	75% of Commercial Rate	C	3.40	3.74
Manufacturing (no main Ext):	35% of Commercial Rate	MN	1.57	1.73
Manufacturing (w/ main Ext):	75% of Commercial Rate	MN	3.17	3.49
NAU (Sinclair Wash-Intramural Fields):	35% of NAU Rate	NA	1.48	N/A
NAU (all other):	75% of NAU Rate	NA	3.17	N/A
City Departmental		MU	1.59	N/A
Hydrant Meter		WR	3.55	N/A
Standpipe**		RS	3.87	N/A
Off Peak/Golf Course:	Tier 1 (0 - 150,000,000 gallons)	WR	1.38	1.52
	Tier 2 (150,000,001+ gallons)	WR	1.07	1.18
Untreated Surface Water			1.32	1.45

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Karl Eberhard, Comm Design & Redevelopment Mgr
Date: 09/21/2016
Meeting Date: 10/11/2016



TITLE:

Implementation of Comprehensive Parking Management.

DESIRED OUTCOME:

This presentation, which may be a series of presentations, is intended to:

1. Inform the City Council with regard to the final developments of the Comprehensive Parking Management Program, and
2. Prepare the City Council for a series of Action Items necessary in order to implement the program. Consideration of the Actions Items is tentatively scheduled for November 15, 2016.

EXECUTIVE SUMMARY:

In January of 2016, the City Council adopted a Comprehensive Parking Management Plan that has four major components:

- 1) Pay-to-park parking on the commercial streets and parking lots of north and south downtown,
- 2) Time-limited parking on adjacent south downtown streets,
- 3) An Employee Permit Parking Program, and
- 4) A Residential Permit Parking Program.

The plan was developed after extensive work with the community and was endorsed by eleven identified stakeholder groups representing the downtown, all of the surrounding neighborhoods, and the largest parking user groups including the City of Flagstaff, Coconino County, and Northern Arizona University. Upon adopting the plan, the City Council directed staff to develop the final regulations and details of the program as Administrative Guidelines, to develop the necessary code amendments for City Council consideration, to conduct procurement activities, and to take other steps necessary in order to implement the Comprehensive Parking Management Program.

Continuing with extensive community and stakeholder input, staff has accomplished more than one hundred tasks based on the City Council direction. Presented for your information and review are aspects of the original plan that have been modified and those that have been added as the Administrative Guidelines were developed. Also presented, and in anticipation of City Council's consideration in the near future, are certain action items necessary to implement the program.

While necessary, none of the programmatic developments of the Administrative Guidelines are fundamental or significant change to the adopted plan. All can be categorized as resolving minor conflicts and adding necessary detail. Similarly, none of the action items presented for consideration notably depart from expectations.

Finally, a stakeholder-proposed alternative implementation option proposed would implement the Residential Permit Parking Program in areas immediately adjacent to Northern Arizona University as an “opt-out” strategy instead of the plan’s “opt-in” strategy.

INFORMATION:

Background

For reference, please find attached the *Comprehensive Parking Management Plan*, dated November 2015 that was adopted in January of 2016. The plan addresses a two part strategy of managing our limited public parking supply in a fair and balanced way leading up to and enabling adding more spaces to the parking supply. As mentioned in the Executive Summary, the plan has four major components - Pay-to-park parking on the commercial streets and parking lots of north and south downtown, time-limited parking on adjacent south downtown streets, an Employee Permit Parking Program, and a Residential Permit Parking Program. In adopting the plan, the City Council also setup the program (branded ParkFlag) as an enterprise fund with accounting of income and expenses separate from the remainder of the City budget.

The issue of having a parking space shortage and spill-over parking in adjacent neighborhoods in Flagstaff is at least twenty-five years old. Over the last ten years, three broad solutions have been conceptualized. Until the current plan, each has failed as a result of not being perceived as “fair and balanced”, lack of stakeholder support, or other matters of community concern. The plan adopted by the City Council in January of 2016 was developed after extensive work with the community and was endorsed by eleven identified stakeholder groups representing the downtown, all of the surrounding neighborhoods, and the largest parking user groups including the City of Flagstaff, Coconino County, and Northern Arizona University.

Upon adopting the plan, the City Council directed staff to develop the final regulations and details of the program as *Administrative Guidelines*, to develop the necessary code amendments, to conduct procurement activities, and to take other steps necessary in order to implement the Comprehensive Parking Management Program. What is now presented to the City Council, is in part informational materials and is in part materials in advance of City Council consideration of future implementing action items. It is all the result of the City Council’s direction, notably prepared in the context of continued extensive community and stakeholder input as well as the contributions of most every Division of the City providing technical, strategic, and legal support and coordination of the enterprise.

Shortly after the City Council adopted the *Comprehensive Parking Management Plan*, a direct email address (ParkFlag@flagstaffaz.gov) and a Dropbox (<http://tinyurl.com/Park-Flag>) were established. Updated weekly, these communication links have been widely and regularly promoted to the public, stakeholders, and the steering committee, allowing ongoing access to the developing plan documents and providing an ongoing opportunity for questions and input. More recently, a Park Flag page was established on Facebook (<https://www.facebook.com/ParkFlag/>) to further this effort.

In addition to the development of the *Administrative Guidelines* and ongoing outreach efforts, some of the major milestones since the adoption of the plan have included incorporating the program into the City Budget which went into effect on July 1, 2016; on-the-ground surveying and mapping of the pay-to-park areas; extensive legal work; and various purchasing and financing matters.

Organization of the Presentation:

The following materials are presented in three parts including a review of the final draft *Administrative Guidelines*, a listing and discussion (preview) of the various action items necessary to implement the program, and the presentation of an alternate implementation strategy.

The *Administrative Guidelines* (attached) are in outline format and are thus not discussed at great length

here for brevity. Instead, the Administrative Guidelines portion of the presentation generally follows the outline of the guidelines, highlighting only a few of the notable features, but importantly noting any changes or new program features. The program map is useful to see the overall plan. And, when reading the Administrative Guidelines, the image of the associated parking signs on each page (where occurs) is useful too.

Part 1 – Administrative Guidelines:

General Guidelines Section

The guidelines and the program accentuate that all existing parking regulations remain and are unchanged by this program except that ParkFlag will be enforcing all parking regulations within the area served by ParkFlag. This includes, but is not limited to, seasonal parking restrictions, accessible parking, and vehicle abandonment.

In the near future, the Parking Manager will schedule a meeting with private parking lot owners and staff from the Police Department to provide them with information about managing their parking. Shortly before the installation of signs and kiosks, a Marketing Campaign will be launched that features a website, mailers, print media, and other mechanisms to educate residents and visitors about the coming parking changes and how the system functions. Key features of this marketing that will carry forward are a parking map, a "parking tips" document, and a connection to the Northern Arizona Intergovernmental Transportation Authority (NAIPTA) route planning app.

It is planned that the program will start with a "soft start" or introductory period to further educate users and to allow some time for adjustment. During this period, the rate for parking will be ten cents per hour and only warnings would be issued in lieu of citations. As currently planned, the introductory period would conclude in May when the system goes fully live.

Please recall that the all of the parking permits are virtual. They are essentially a registry of license plates and what parking rights are afforded to the permittee. There is not a physical permit. In developing the guidelines, in the interest of customer service and user flexibility, it was determined that a permittee would be allowed to associate any number of license plates with their permit with the understanding that only one vehicle at a time is allowed to utilize the parking rights of the permit.

This plan has been developed under the guidance of a Parking Steering Committee comprised of representatives of all government agencies affected by the plan including both Flagstaff Downtown Business Improvement and Revitalization District (FDBIRD) and NAIPTA. As the plan is implemented, this team will continue to meet to serve the role of an appeal mechanism. Any customer or public concern that is not or cannot be satisfactorily resolved by ParkFlag will be brought to the Parking Steering Committee for discussion and potential resolution. These meetings will be regular and open to the public to allow informal input as well.

Demand Reduction Section

It was originally anticipated that ecoPASSes would be made available to downtown employees as a means to reduce parking demand and cost. The current intent is for ParkFlag to purchase one hundred ecoPASSes from NAIPTA and make these available at no cost to parking customers in lieu of their obtaining a Downtown Resident Parking Permit or an Employee Parking Permit. These passes will be provided on a first-come-first-served basis. This T Permit program is a pilot program for both NAIPTA and ParkFlag and the effectiveness and continued offering would be re-evaluated after a year of operations.

Streets, Parks, and ParkFlag are discussing the development of additional parking at Buffalo Park. This parking would be a great use during the large weekend events at the park and would serve as a park-n-ride during the week. The targeted park-n-ride users would be the jurors of the Municipal and

County Courts. It is believed that this opportunity combined with the already free bus passes for jurors and hopefully a closer interval bus service will provide for the discontinuance of the current system that uses street parking spaces for these users. The continued consideration of this idea will be separate from the implementation of the Comprehensive Parking Management Program.

Downtown Resident Permit Parking (D Permit) Section

This new program component was developed to address two types of downtown residents.

One group includes people who live in single family residences that happen to be on streets that will have pay-to-park installed. There is a very small number of such properties - approximately ten – most on streets with employee parking allowed. To afford them with similar rights as a property would have under the Resident Permit Parking Program, they would receive an E permit that would allow them to park in the employee parking areas without need of paying to park. These permits would be issued at no cost to the property owner.

The other group of downtown residents live in units above stores and other mixed use configurations, typically without any parking provided. They are challenged for parking during the seasonal parking restrictions. This new program would provide them with a D permit and the right to park overnight in the program parking lots (discussed further below) during the seasonal parking restriction period. These permits would cost \$60 per month.

Employee Permit Parking (E Permit) Section

Please recall that these permits would allow employees and business owners to park in designated areas that are otherwise metered. As there is and will be a shortage of spaces, these permits will be issued by annual lottery.

Originally envisioned to be issued to businesses for distribution to their employees, based on stakeholder desires, the current plan is to distribute them directly to employees.

The anticipated cost of these permits at \$65 per month has been reduced to \$45 per month.

The final plan makes these permits invalid on streets when used for the Armed Forces Day, Fourth of July, and Holiday Lights parades.

ParkFlag staff is working with several private property owners to secure private property to use as temporary employee parking lots. The best prospect, located in the northeast corner of downtown, was recently sold for development and is no longer available. Two other prospects are being pursued. The continued consideration of this idea will be separate from the implementation of the Comprehensive Parking Management Program.

Facility Specific Permit Parking (F Permit) Section

This new program component was developed to increase the supply of parking at this time. The general concept is that these lots would be managed by ParkFlag and restricted to the owner's use during the day, but importantly, available as public parking in the off-hours. This is especially important for north downtown workers who work until late night or early morning. It is intended that the pursuit of these kinds of opportunities, specifically including private properties, will be an ongoing effort of ParkFlag.

At present, the City properties involved in this program as F permit lots include City Hall and the Cherry Building (The Wheeler Park parking lot and the Downtown Library parking will also be managed by ParkFlag but not as F Permit lots). A separate Parking Management Plan for the City properties is attached. The County properties similarly involved in this program include four of their five downtown lots. A separate Parking Management Plan for the County properties is also attached. For both City and

County lots, the accessible spaces are available to the public without need of a permit.

A portion of the Lumberyard parking lot is currently public parking and a portion is under the control of the Lumberyard. The business owners have asked ParkFlag to manage their 22 spaces along with the 32 public parking spaces. At present these are the only spaces under private control that are included in ParkFlag management. And, because there are no compatible “off hours”, they will not be F permit spaces, but rather standard pay-to-park spaces.

This parking management would be provided at no cost to the property owner in exchange for the off-hours use by ParkFlag customers.

Residential Permit Parking (R Permits) Section

This program is virtually unchanged from the Comprehensive Parking Management Plan except that the final plan makes these permits invalid on streets when used for the Armed Forces Day, Fourth of July, and Holiday Lights parades.

Recall that implementation requires a simple petition from the block. The petition allows the blocks to select one of three configurations – all of which maintain public parking while reserving spaces for resident use. Eligibility for a permit is based solely on water meters - not land use, number of units, or number of tenants. These permits would be issued at no cost to the property owner.

In developing the plan, staff predetermined that all streets within three blocks of FDBIRD or NAU have impacts and the “occupancy test” portion of the process is eliminated.

Also, stakeholders (residents) expressed concern about all guest permits costing money so the final plan includes twelve “free” permits per year and all other, unlimited in number, cost the \$5 per 24 hours as was previously planned.

Pay-to-park Section

This program is also virtually unchanged from the Comprehensive Parking Management Plan. Recall that the multi-space pay-to-park kiosks (meters) do not accept cash or coins and that there is a mobile payment app.

The final list of public parking lots is:

- Phoenix Avenue
- Beaver Street
- Leroux Street
- Visitor Center
- Wheeler Park
- Lumberyard

Accessible parking spaces will be pay-to-park.

For simplicity, and knowing that we can change at a later date, the meter rate has been simplified to \$1 per hour – not using the dynamic pricing feature. The operating hours are 7:00 am to 7:00 pm on week days, starting at 9:00 am on Saturday, and ending at 10:00 pm on Fridays and Saturdays. Parking customers would no longer be limited to two-hours as the final guidelines provide that they can purchase as much parking time as they wish. And, moving cars every two-hours is also no longer necessary.

Staff seeks specific City Council consideration of this option: An aspect of this program that was not previously discussed is what to do relative to events and other parking space closures (such as contractor or dumpster use). The final draft plan includes a “Meter Exemption Permit”, sometimes called a hooding fee, for Permitted Events at \$1 per half-day per space and all other space closures at \$5 per

day. This permit would not be required for the Armed Forces Day, Fourth of July, and Holiday Lights parades. Note that we currently charge \$12.50 to close a street and closing the parking spaces for a day would add a cost of about \$30. On the other hand, the revenue loss to the City will be a little more than \$50 per day.

Time Limited Parking Section

Recycling of the two-hour parking signs from north downtown will not work. New signs that meet current standards will be purchased and installed.

Compliance and Collections Section

Recall that one ticket per year will be a warning (no cost) and that subsequent tickets will cost more for each one in a one year period. This escalating cost of citations has been clarified to include only the "Failure to pay Meters" citation.

The program now gives the Parking Manager the authority to void tickets under strictly defined conditions.

Ideally, collection of fines will be aided by connecting citations to the registration of vehicles. The continued consideration of this idea will be separate from the implementation of the Comprehensive Parking Management Program.

Staff envisioned that the ParkFlag Office could be at the Train Station – on the second floor. The space is not accessible for customers or employees and was determined to be unsuitable. Therefore, staff is evaluating options, one of which is leasing space in the downtown area.

The installation of the various signs necessary for implementation, approximately 750, requires removing not only the signs being replaced but also the current seasonal parking restriction signs so that the whole sign assembly meets current standards with the seasonal parking restriction signs being above the other parking signs. As long as the seasonal parking restriction signs have to be removed, they will also be replaced with new signs that meet current standards. Note that the restrictions will not be changed, only the signs will be changed,

The necessary new parking signs, poles, and hardware, the removal of existing signs, and the installation of the new signs and parking kiosks (meters) will be provided by Kinney Construction Services (KCS). Approximately 750 signs and 100 kiosks will be installed. KCS has been engaged under their Job Order Contract. The cost of the products and services being provided by KCS is approximately \$400,000.

ParkFlag will install temporary curbs (RR Ties or similar devices) in areas that lack curbing (primarily in the Southside) and where needed for proper enforcement. This work will either be engaged through the Job Order Contract process or the Streets Section may install these devices. Some have already been installed on Ellery Street by the Streets Section.

Part 2 – Preview Action Items

As currently planned, the actions items previewed below will be in front of the City Council for consideration on November 15, 2016. As a few items are being completed between now and then, some of the following text shows a place holder (like [Vendor] instead of a name). These should be ready by the November meeting with final information completed.

Consideration and Adoption of Ordinance No. 2016-XX: An ordinance amending the Flagstaff City Code Title 9, Traffic, Chapter 9-1, Traffic Code, for the purpose of amending certain citation, fine, and enforcement provisions to be consistent with the adopted Comprehensive Parking Management Plan and the Administrative Guidelines.

Consideration and Approval of Intergovernmental Agreement: An Intergovernmental Agreement between the City of Flagstaff and Coconino County pertaining to the management of certain County parking lots by the City of Flagstaff.

Consideration and Approval of a Lease Amendment: A Second Amendment to the lease between the City of Flagstaff and Beaver Street Brewing (Lumberyard) pertaining to the management of certain parking spaces by the City of Flagstaff.

Consideration and Approval of a Contract: With Parkeon, Inc. for the Purchase Multi-space Parking Kiosks (Meters), a Subscription for Meter Management Software, and Mobile Parking Payment System (Woosh! app).

Discussion: This procurement is through a National Purchasing Contract and thus a local competitive bid process was not used. When Flagstaff last issued a Request for Proposals for multi-space parking kiosks (meters), Parkeon, Inc. was the successful respondent. In addition to the mobile app, the Meter Management Software includes an on-line point-of-sale system for the kiosks and permits. And, other competitive vendor proposals were received (unsolicited) and considered. In addition to the 101 identified locations for the kiosks, provision for additional locations and spares is desired. Thus authorization for not-to-exceed \$600,000 is sought.

Consideration and Approval of a Contract: With NuPark, Inc. for the Purchase of Parking Enforcement Hardware and a Subscription for Parking Enforcement Software.

Discussion: This procurement is through a National Purchasing Contract and thus a local competitive bid process was not used. The subscription for the Parking Enforcement Software includes an on-line point-of-sale for the kiosks, permits, and citations as well as citation notification and appeal processes. Other competitive vendor proposals were received (unsolicited) and considered. The cost of the parking enforcement equipment is \$15,000. The cost of the subscription is based on the number of citations written. It will be \$30,000 per year initially and will increase as the number of citations increases.

Consideration and Approval of a Capital Financing Agreement: With [Vendor] for Capital Financing for the Purchase and Installation of Multi-space Parking Kiosks (Meters), Parking Enforcement Hardware, and Parking Signs.

Discussion: This procurement is through a local competitive Request for Proposals process. The lease is a ten-year lease with the equipment being owned by the City of Flagstaff. Recall that the pro forma business plan for ParkFlag includes a simultaneous annual allocation of funds to provide for the replacement of the meters (purchase) in ten years.

Consideration and Approval of a Lease Agreement: With [Vendor] for Office Space.

Discussion: Initially, ParkFlag needs office space for the Parking Manager and four Enforcement Staff. It is expected that soon thereafter space for two additional Enforcement Staff will be needed. The space needs to be accessible to customers and employees which prohibits the use of the Train Station second floor as was initially hoped. The City's inventory of office space does not include any suitable spaces and thus leasing of space is under consideration. This expense was not anticipated in the pro forma business plan for ParkFlag.

Future Action Items

Due to certain noticing requirements of state law, changes to the Citation Fee Schedule are not currently before the City Council. This will be brought forward separately in the near future.

Part 3 – Alternative Implementation: A Southside Resident Alternate Proposal

Attachments: Approved Plan
 Administrative Guidelines
 City Parking Lot Management
 Large Scale Map
 Project Schedule



City of Flagstaff

Comprehensive Parking Management Program

Karl Eberhard, Community Design & Redevelopment Manager

With Parking Core Planning Team:
Josh Copley, City Manager
Jerene Watson, Deputy City Manager
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Heidi Hansen, Economic Vitality Director
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David McIntire, Community Investment Director
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November 2015

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BACKGROUND

Flagstaff desires a comprehensive public parking and parking management program that includes sufficient facilities, appropriate regulations, effective operational systems, necessary equipment, and a sustainable independent funding source. Facilities would include additional on-street parking, additional off-street parking, and a comprehensive way-finding signage program. In addition to parking facilities, multi-modal facilities such as park-n-ride lots and sufficient pedestrian, transit, and bicycle facilities are a part of the vision. Regulations would be in place to protect parking for residents and employees, to support turn-over in the commercial areas, and to promote multi-modal transportation options. At the same time, the regulations minimize negative impacts on patrons and visitors and do not discriminate against customers or types of customers, including students. The system would be operated and equipped to support the above goals in ways that are efficient and customer service oriented. This may include technological payment and enforcement tools, ambassadors, courtesy tickets, and possibly contract parking management. This comprehensive parking and management program is not subsidized.

Defining the Problem: The impetus of the current consideration of our parking system is spill-over parking in the Southside, notably in the residential areas. But in looking into this issue and talking with stakeholders, it becomes clear that the spill-over parking is also occurring in the Southside commercial areas, the Phoenix Avenue parking lot, and in certain areas north of the railroad tracks. Introducing parking management in the Southside would have a predictable impact of pushing the spill-over parking into other neighborhoods such as La Plaza Vieja, Townsite, and the North End. All of these potentially impacted areas are not currently managed by parking staff. The other area potentially impacted is the north Downtown, which besides (or perhaps because of) being short on parking spaces, already has a significant problem with parking turn-over. Notably, the extent of the potential new spill-over is unpredictable because it involves finding the geographic and programmatic extent of parking management that causes changes in parking and/or transportation behaviors.

Stakeholders and Customers: In defining the problem and then developing this recommended plan, outreach has included neighborhood groups such as the Southside Community Association and Good Neighbor Coalition, the North End Neighborhood, the La Plaza Vieja Neighborhood, the Townsite Neighborhood, the Flagstaff Downtown Business Improvement and Revitalization District (FDBIRD), and the Flagstaff Downtown Business Alliance (FDBA). Representatives of NAU, NAIPTA, and the Student Housing Working Groups also contributed. City Staff participation included representatives of the Economic Vitality Division, Police Division, Courts Division, Traffic Program, Streets Section, Legal Department, and the Planning and Development Services Section. This outreach, conducted via one-on-one meetings, presentations and discussions with organized groups, and open houses, identified residents, business patrons, visitors, employees, business and property owners, and students as customers of our parking system.

Core Tenets: In July of 2015, the City Council provided clear direction that the residents should not be required to pay for parking permits and that the system should be financially self-sufficient. From that starting point, a core parking planning group consisting of NAU, NAIPTA, and FDBA representatives, City staff, and the City Manager's Office established some core tenets for the development of the plan:

1. Parking is a public resource.
2. Limited resources require management.
3. People park where it's advantageous.
4. All parking is paid for ... by someone.
5. No one should have an advantage over another.

Mission: Based on the problems identified, stakeholder input, customer understanding, and core tenets, the parking planning group developed a mission statement as follows:

"Create a fair and balanced parking system providing the most benefit for all."

Meeting Needs: Importantly, the group also recognized that while the needs of all stakeholders and customers can be considered and addressed in a comprehensive parking management plan, not all parking desires can be met – Inherently, some degree of inconvenience results from managing parking. Between the various categories of stakeholders, and even within the various stakeholder groups, perspectives on the necessary scope of parking management, the types of solutions, and potential implementation strategies, vary tremendously. The core planning group recognized that a plan guided by the mission, a balanced plan, would likely not meet all of the expectations of all individuals.

RECOMMENDED PROGRAM

The following graphic provides an at-a-glance overview of the recommended comprehensive parking management program:



Currently, the City of Flagstaff has several thousand parking spaces in the area north of the Northern Arizona University campus, and we currently manage about 400 spaces, only in north Downtown, about half of the time, and with one parking staff member. When this assessment was compared to the vision of sufficient facilities, appropriate regulations, effective operational systems, necessary equipment, and a sustainable independent funding source, the core planning group and stakeholders alike recognized that getting to the ultimate parking management program was going to require proceeding in steps, or phases. This becomes more apparent when the immediacy of addressing spill-over parking in the Southside is compared to the necessary actions to put the ultimate parking management program in place. As well, starting with a humble parking management system combined with the urgency of getting started, suggests that the first phases should be simple strategies that can be expanded and grown into the ultimate public parking management system.

The comprehensive plan thus has been divided into three basic phases. The following graphic provides an at-a-glance overview of the phases:

Comprehensive Parking Management	Phase 1	Phase 2	Future Phases
Facilities	Existing On-street Spaces Existing Parking Lots Add Signage / Markings Southside Temp. Curbs Private Lots (Wkd/Evg)	Temp. Employee Parking Way-finding Signage New On-street Spaces Southside Missing Curbs Stripe North End Spaces	New Parking Lots / Garages Ped/Bike/Transit Facilities Park-n-ride
Regulations	Residential Parking Permits Employee Parking Permits Time-limited Parking Pay-to-park Overnight Winter Parking	Adjust – Lessons Learned OOPS Tickets	Promote Alt. Modes Loading / Delivery
Operations	City Management Add Staff (2 FTE) Add Staff (1 per 300)	Parking Office or Explore Privatization	Add Maintenance Staff
Equipment	Pay-to-park Kiosks Hand-held Machines Boots	License Plate Readers	Support Vehicles
Funding	Seed Money - Start-up Permit Revenue Pay-to-park Kiosks		Residential Permit Revenue

PHASE 1

The first phase includes items that can be accomplished in the relative short-term and that lead into the following phases. It consists of four basic parts including a Residential Permit Parking Program, an Employee Permit Parking Program, additional Time-Limited Parking, and the installation of pay-to-park kiosks. Each of these parts is detailed (in outline format) in the following pages.

PHASE 1 - Part 1 - RESIDENTIAL PERMIT PARKING PROGRAM (On-street)

1. Areas Served – Citywide - On Block-by-block basis.
 - a. Property owner requested, by petition, 51% (Number of water meters)
 - b. Occupancy thresholds (need) required and tested by City
2. Program –
 - a. Property owner request specifies one of the following options:
 - i. Option 1 - Time limited parking in entire area served and permits exempt permit holder from time limit.
 - ii. Option 2 – Open parking ½ of each side of street, and resident only (permit required) on remainder of the street.
 - iii. Option 3 - Time limited parking ½ of each side of street, and resident only (permit required) on remainder of the street.
 - b. Permits:
 - i. One Free Property Owner Permit per water meter (Linked to vehicle)
 1. No residential / non-residential distinction
 2. No consideration of number of units
 3. No consideration of on-site parking
 - ii. Purchased Guest / Contractor Permit - Woosh! Service (Online and mobile payment)
 - c. Disabled Parking Provisions – Program to provide exempt parking where needed.
3. Capital Improvements –
 - a. Minor (Signage, Permits, and Curb Markings).
 - b. Southside – Install temporary curbs where curbs are missing to prevent parking in front yards and to define legal on-street parking (Note that installing permanent curbs is proposed as a part of Phase 2).
4. Compliance (Enforcement) - Add one civilian PD staff at this time and add one civilian PD staff per every 300 spaces added to the program.
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$155,000
 - ii. First Year Operating - \$60,000
 - iii. Ongoing - \$267,000
 - b. Revenues - \$69,000

PHASE 1 - Part 2 - EMPLOYEE PERMIT PARKING PROGRAM (Off-street)

1. Areas Served –
 - a. Citywide - Off-street Public Parking Facilities
 - b. Initially:
 - i. Phoenix Avenue Parking Lot Only
 - ii. Remote On-street Metered Spaces
2. Program -
 - a. Pay-to-park (See Part 4) in entire area served.
 - b. Permits exempt permit holder from time limit.
 - c. Permits – Purchased, first come, first serve
3. Capital Improvements – Minor (Signage, Permits, and Curb Markings)
4. Compliance (Enforcement) - Add one civilian PD staff per every 300 spaces added to the program.
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$23,000
 - ii. First Year Operating - \$6,400
 - iii. Ongoing - \$28,000
 - b. Revenues - \$56,000

A Note on Employee Parking

Employees currently park on the street, either in the commercial areas or the surrounding residential areas. The Phoenix Avenue Parking Lot was built to accommodate employees but is typically filled with spill-over parking similar to that experienced in the rest of Southside.

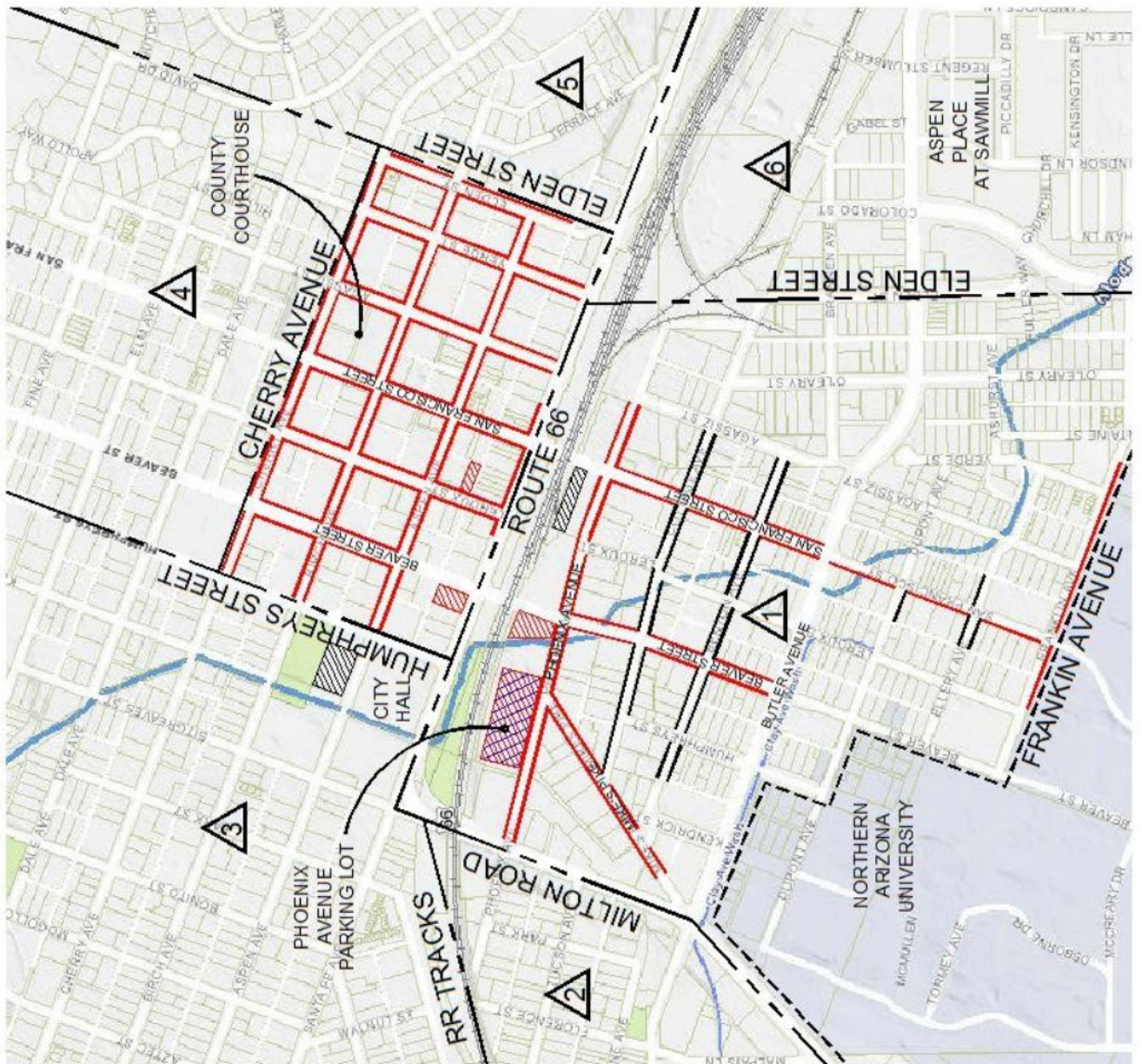
While this plan (If adopted) would make employee parking in the commercial areas expensive, other free on-street parking would remain available, albeit less convenient. Notably, the plan would restore the availability of the Phoenix Avenue Parking Lot to employees and accommodate some additional employee parking in metered on-street spaces. In a short time frame, the revenue from the pay-to-park system will provide for acquiring, leasing, additional employee parking. Additional employee parking opportunities may include park-n-ride solutions in cooperation with the County and/or NAIPTA. As well, FDBIRD is eligible for deeply discounted Eco-passes from NAITPA to serve employees.

PHASE 1 - Part 3 – ADDITIONAL TIME-LIMITED PARKING AREA (On-street / No Permits)

1. Areas Served – Side streets: Beaver and SF Streets
2. Program
 - a. Time limited parking in entire area served.
 - b. Per neighborhood needs (Weekdays/Weekend nights)
3. Capital Improvements – Minor (Signage and curb markings)
4. Compliance (Enforcement) - Add one civilian PD staff at this time and add one civilian PD staff per every 300 spaces added to the program.
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$26,500
 - ii. First Year Operating - \$12,500
 - iii. Ongoing - \$44,000
 - b. Revenues - \$0

PHASE 1 - Part 4 – PAY-TO-PARK KIOSKS

1. Areas Served –
 - a. FDBIRD (North Downtown)
 - b. Southside (Beaver and SF Streets, and Franklin Avenue)
 - c. Phoenix Avenue Lot
2. Program –
 - a. Cost of parking varied by location, time of day, day of week, and special events.
 - b. Woosh! Service (Online and mobile payment).
3. Capital Improvements –
 - a. Minor (Signage and curb markings)
 - b. Kiosk type meters
 - i. Small footprint, one per block face (two per block), solar/battery power
 - ii. Pay by Plate
 - iii. Payment
 1. Card, Online, Mobile, and Merchant Coupons
 2. Cashless – No bills, no coins
 3. Networked – Pay anywhere
 - iv. Messaging (Instructions, Events, Closures, etc.)
 - v. Multi-lingual
 - vi. System changes and expansions, including courtesy tickets
 - c. Internet Back-of-house - Collections
4. Compliance (Enforcement) – Existing and new (included above) staff
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$0 (Lease-to-own)
 - ii. First Year Operating - \$57,000
 - iii. Ongoing - \$252,000
 - b. Revenues - \$937,000



PHASE 1 – IMPLEMENTATION

Upon City Council direction to proceed, staff anticipates a three step implementation process with some portions being put in place in as little as three months and other portions taking as long as a year.

During this time, the public outreach process will continue. Outreach to date has included neighborhood and stakeholder groups and focused on overall concerns, ideas for solutions, and seeking general consensus on the concept plan described herein. Moving forward we will still continue to seek neighborhood and stakeholder group input on the details, but a major focus of this outreach will be customer oriented. Residents, business patrons, visitors, employees, business and property owners, and students will need to be informed of the coming implementation of the new parking policy and the details that they will need to know in order to effectively utilize the new parking opportunities.

The three anticipated implementation steps are as follows:

1. Final Details and Procedures. First, working with the various stakeholders, staff will document detailed and final regulations and procedures related to program and permit mechanics, petitions, cost of permits, and similar intricate matters. As previously presented, these will have an overall theme of simplicity and low-cost implementation. This work will be finalized in conjunction with the City Attorney's Office to determine the best format and mechanisms for implementation. Some items do not require ordinances while others require codification. In that case, appropriate ordinances would be brought back to the City Council for consideration.

Depending mostly on the codification needs, this step may take three to six months.

2. Permit Parking and Time-limited Parking. With the final details and procedures developed, implementing the Residential Permit Parking Program, the Employee Permit Parking Program, and the additional Time-Limited Parking areas will proceed quickly. Knowing that blocks will have to organize and complete petitions, and also anticipating an initial "rush" of requests for residential parking control, Residential Permit Parking Program may take three or more months. The Employee Permit Parking Program and additional Time-Limited Parking portions will take less than a month after documenting the program details.

And, once pay-to-park kiosks are installed, we should anticipate a shift in parking habits that are likely to expand spill-over parking into surrounding areas. We should therefore anticipate a second "rush" of requests for residential parking control.

3. Pay-to-park Kiosks. The process of installing pay-to-park kiosks will start immediately but will require more time to implement. It involves determining the exact installation locations of approximately ninety meters based on sidewalks space, the direction of travel of parkers, solar access and many other factors. The manufacturer will assist us with this work. The City can, with City Council support, lease these units based on a national purchasing agreement. While this will greatly speed up the procurement process, there are still various time-consuming needs associated with the purchase. And, the installation of meters, specifically the locations, requires City Council approval. We anticipate that this step will take six to twelve months.

Phase one, described above, implements parking policies and practices that can be readily achieved and at relatively lesser cost. The following phases would address items that have a higher cost and require the funding generated by implementing phase one. Phase two addresses follow-up items, lesser capital investments, and a re-evaluation of the management structure. Phase three addresses significant capital investments that will require years of saving the necessary funding.

PHASE 2

The first part of the second phase includes matters of follow up after implementing the first phase. Phase one includes some fundamental changes to our parking system and policies and that being the case, we anticipate that there may be lessons learned and a need of minor adjustments accordingly. These may be as minor as changing the permit design, adding staff, or adding cash acceptance to the pay-to-park kiosks. We may also find that accelerating items planned for later phases is appropriate. We believe that significant changes will not be necessary as the issues have been thoroughly considered, but such a need is not impossible.

The second part of this phase includes items of notable capital investment that require funding, budgeting, planning, and procurement. These include installing missing curbs and other features of the street in areas like the Southside where there are a number of streets that need this attention. This part would include the development and installation of a comprehensive way-finding signage program that instructs patrons and visitors as to where and how to park in the commercial areas. Less costly, there remain opportunities to add parking spaces by re-striping streets, some of which have transportation impacts. In the second phase, the development of additional employee parking would be a priority.

We believe that phase one can be implemented using our existing management structure and staff. However, very soon the management of the parking will grow including such things as customer service associated with the pay-to-park kiosks, potentially extensive residential parking controls, and planning large capital projects such as parking facilities. And as the system grows, considering the creation of a separate “parking office” will be an appropriate discussion as a part of phase two. If the City Council so desires, we can also discuss out-sourcing the parking operations.

PHASE 3

The third phase is a future phase, or several phases, that include building larger capital investments such as parking lots and/or garages, designing and installing multi-modal facilities, and technological upgrades such as license plate readers.

THE ROLE OF THE PAY-TO-PARK STRATEGY

The pay-to-park strategy immediately serves at least four roles.

1. Changes Behavior. If parking controls are introduced only in the Southside, we anticipate that the spill-over parking occurring there will migrate to the surrounding areas. In that case, the problem is only relocated and changes to parking and/or transportation behaviors do not occur.
2. Pays for Itself. The income derived from the pay-to-park system can fund the start-up and operations of the program. This includes the costs of operating the pay-to-park system and the residential and employee permit parking programs. A key to the successful management of parking is enforcement and as described herein, this parking management plan, if implemented, would increase our enforcement efforts from one staff member covering roughly four hundred parking spaces to six staff members covering roughly seventeen hundred parking spaces.
3. Generates Revenue to Build Facilities. Solving the long-term parking issue requires the addition of new parking facilities. Although some needs are as simple, such as completing the installation of missing curbs in the Southside, others are ambitious, such as building new parking structures. The pay-to-park system as described herein produces revenue that is proposed to be used for that purpose (Phase 3).
4. Creates Capacity. In the short-term, charging for parking will create turn-over of parking spaces, thus increasing the availability of existing parking inventory. And, by passing some of those costs on to the direct beneficiary, such as we do when we charge passengers \$1.25 to ride the City bus, we are using quasi – market mechanisms to provide and manage public services. Reducing the parking subsidy¹ puts other modes such as bicycle, walking and transit on a more level and more honest playing field with the private automobile. This approach will also move people to other modes and further increase the availability of existing parking inventory.

Notably, all stakeholders seem to agree that it is important to formally dedicate the revenues to parking management (including operations), parking development, and alternative transportation and to prohibit their use for other purposes. A portion of the dedicated funds being further dedicated solely to the construction of parking in north Downtown is also desired.

¹ 1. As established, parking is not free: Parking has a cost and parking has a value. Someone pays for it and someone benefits from it.

OTHER STAKEHOLDER INPUT

This plan was developed with considerable public outreach and input from no less than eleven diverse stakeholder groups and with a variety of customers in mind. Most input received was incorporated into the plan and is not otherwise addressed in the plan document.

While they have been considered and conceptualized, for brevity and clarity, most procedural details have not been documented at this time. With City Council direction to proceed, the operational details will be further developed and finalized prior to implementation. Many of these details are important for success. For example, the northern part of Southside needs controls at different times of day and different days of the week than needed in the southern part. Also, consideration needs to be given to special circumstances such as the disabled or the elderly if resident parking occurs on only one side of street.

ATTACHMENT 1 - PRO FORMA

Basis Data:				Notes:
	Total (Est.)	Emp. Permits	Metered Spaces	
Inventory of Pay-to-park Spaces:				
On-street				
North Downtown	392	0	392	2009 Parking Study Data
Southside	223	0	223	2009 Parking Study Data
Off-street				
Leroux Parking Lot	8	0	8	2009 Parking Study Data
Beaver Street Parking Lot	22	10	12	2009 Parking Study Data
Phoenix Avenue Lot	148	70	78	2009 Parking Study Data
Total:	793	80	713	
Inventory of Time-limited Spaces:				
Southside	154			
Inventory of Resident Parking Spaces:				
	Total (Est.)	Control Sought Percent	Count	Guess (Control Sought - Based on Expected Impacts)
Zone 1 - Southside	234	90%	211	2009 Parking Study Data - Less Above
Zone 2 - La Plaza Vieja	290	50%	145	(Rough - 7.25 Spaces per Block Face)
Zone 3 - Townsite	928	25%	232	(Rough - 7.25 Spaces per Block Face)
Zone 4 - North End	667	25%	167	(Rough - 7.25 Spaces per Block Face)
Zone 5 - Cherry Hill			0	(Not a part, but Reserved)
Zone 6 - Sawmill			0	(Not a part, but Reserved)
Total:	2119		754	
Total Spaces in Area:	3066			
Total Spaces under Management:			1701	

ATTACHMENT 1 - PRO FORMA

Income Projections:		Notes:
Guest Permit Income:		
Occupancy Rate:	5%	
Daily Cost:	\$5.00	Proposed
Annual Program Income:	\$68,834	
Employee Permit Income:		
Occupancy Rate:	90%	Guess (Based on Bldg Pro Forma)
Permit Cost:		
Daily	\$3.00	Proposed
Monthly	\$65	
Annually	\$780	
Annual Program Income:	\$56,160	
Meter Income:		
Occupancy Rate:	15%	2009 Parking Study Recommendation
Average Hourly Cost:	\$1.00	2009 Parking Study Recommendation
Annual Program Income:	\$936,882	
Total Annual Income:	\$1,061,876	

ATTACHMENT 1 - PRO FORMA

Start-up Expense Projections:				Notes:
	QTY	Unit Cost		
Capital Expenses:				
Residential Permit Parking Program:				
Signage:	104	\$1,250	\$130,060	per Block Face
Permits:	754	\$5	\$3,772	Each
Temporary Curbs:			\$20,000	
Total:			\$153,832	
Employee Permit Parking Program:				
Signage:	18	\$1,250	\$22,500	per Block Face
Permits:	80	\$5	\$400	Each
Total:			\$22,900	
Time-limited Parking				
Signage:	21	\$1,250	\$26,552	per Block Face
Total:			\$26,552	
Pay-to-park Kiosks				
Kiosks	88	\$9,000	Lease	per Block Face plus (3) for Parking Lot
Total:			\$0	
Compliance Equipment:				
Cell Phones, Printers, Uniforms, Etc.:	6	\$1,500	\$9,000	(1) per 300 Spaces
Total:			\$9,000	
Sub-total Capital Expenses:			\$212,284	
First Year Operating Expenses:				
Compliance Staff:				
On-street Staff:	3	\$45,000	\$135,000	Currently (1) Existing FTE
Total:			\$135,000	
Sub-total First Year Operating Expenses:			\$135,000	
Total Start-up Expenses:			\$347,284	

ATTACHMENT 1 - PRO FORMA

Ongoing Expense Projections:

Notes:

Annual Expenses:

Compliance Staff:

On-street Staff:	6	\$45,000	\$270,000
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Management Staff:	1	\$65,000	\$65,000
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Kiosk Purchase/Lease

Payment:	12	\$10,000	\$120,000
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Kiosk Internet Back-of-house	12	\$4,000	\$48,000
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Maintenance:		2.50%	\$19,761
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Program Capital Reserve:		10.00%	\$79,044.83
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Total:			\$601,806
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Available to Construct Parking:			\$460,070
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(1) per 300 Spaces
Currently (1) Existing FTE

ATTACHMENT 1 - PRO FORMA

Options:

Notes:

	Revised Numbers	Change
1. Omit Southside Meters:		
Total Start-up Expenses:	\$347,284	\$0
Annual Expenses:	\$533,372	-\$68,434
Annual Income:	\$768,854	-\$293,022
Available to Construct Parking:	\$235,483	-\$224,588
2. Meters on One Side of Street Only:		
Total Start-up Expenses:	\$347,284	\$0
Annual Expenses:	\$492,556	-\$109,250
Annual Income:	\$1,061,876	\$0
Available to Construct Parking:	\$569,320	\$109,250
3. Both Option 1 and 2:		
Total Start-up Expenses:	\$347,284	\$0
Annual Expenses:	\$458,186	-\$143,620
Annual Income:	\$768,854	-\$293,022
Available to Construct Parking:	\$310,669	-\$149,402



COMMUNITY DEVELOPMENT

MEMORANDUM

Date: November 12, 2015

To: Karl Eberhard, Community Design and Redevelopment Manager
From: Sara Dechter, AICP, Comprehensive Planning Manager

Subject: Regional Plan Analysis of the Proposed Comprehensive
Parking Management Program

The Community Investment staff is proposing a Comprehensive Parking Management Program for the Southside and surrounding residential and commercial areas that has goals of sufficient facilities, appropriate regulations, effective operational systems, necessary equipment and a sustainable independent funding source. The Flagstaff Regional Plan 2030 (Regional Plan) calls for a downtown parking strategy in Policy 12.2 and a residential parking permit system in Policy 12.11. The proposed strategy attempts to balance and reconcile the needs of the community in achieving both of these policies.

Origins of parking policies in the Regional Plan: The availability of parking was a frequent topic in the discussions that led up to the Public Hearings for the Regional Plan. In the first public hearing draft only Policy LU.12.2, 12.3 and 12.6, and T.3.4 were included that directly related to parking. Then Vice-Mayor Evans noted the lack of policies related to parking issues impacting the urban residential areas and the item was added to the list of possible changes to be considered as part of the Council retreat about the Regional Plan. Policy LU.12.11 was created at that meeting and made available for public review on December 17, 2013. The policy was part of public comment at the adoption hearing, and the City Council added a phrase about “considering the needs of residents, public events and enterprises in and around the impacted areas” as a result.

Regional Plan Consistency Analysis: The Comprehensive Parking Management Program, as proposed, is consistent with the five main parking

policies of the Regional Plan (LU.12.2, 12.3, 12.6, and 12.11 and T.3.4). It addresses the elements of on and off-street parking, public lots and garages, shared parking lots for employees working downtown, and increases enforcement. Balancing all the needs of the residents, events and businesses in this area is not a task with a “right” answer. There are many ways the goals could be achieved that would be consistent with the regional plan. The task of determining consistency is based on the balance of interests between the general public (who absorbs some of the costs), the residents (who want to maintain their neighborhood character and quality of life), the businesses (that want to grow and provide employment), and the events (that generate tourism and support a vibrant downtown). In addition, the strategy of using public funding to initiate a self-sufficient funding mechanism is in line with the reinvestment goals (LU.1).

On-street parking is a part of Complete Streets design principles (T.1.2) because it creates a transition from the pedestrian environment and the road. It is an essential element of urban commercial districts and neighborhoods (T.1.3). An example of how this works is the parking on the north side of route 66. Without the row of on street parking, the speed and volume of traffic on route 66 would negatively impact the comfort of pedestrians and the foot traffic to businesses along that route. Parking is part of the public right of way that serves multiple community purposes. As a public facility, Goal PF.2 is an important consideration in the strategy’s plan consistency. The phasing of the program and the period of adaptive management is intended to ensure that the system is working towards sustainable and equitable use of public facilities that are efficient and effective. It will also give staff a chance to evaluate how the system is serving all populations equitably. Some of the alternative strategies proposed but not carried forward failed this test of Plan consistency, because they disproportionately favored one interest group over others in allocation of a public resource.

Promoting multimodal transportation is about moving people rather than vehicles. It is about creating a balanced, multimodal, regional transportation system (T.1.1) that makes the best use of existing infrastructure (T.1.7), with convenient transfer from one mode to another (T.1.4), promotes environmental sensibility (T.3), safety (T.2), economic development, and enhances quality of life for all users (T.4). It isn’t about the supply of parking but rather the way that the existing parking supply is managed. Parking is not free, the city or owning entity has to pay for parking to be built, maintained, and managed. One parking space in a parking garage averages \$30,000 – that’s more than the cost of a fully built out bus shelter. A single bus shelter can serve dozens if not hundreds of patrons in a single day and a reserved parking space can only serve one. Allowing one group (be it the general public, residents, businesses, or events) an unlimited use of the public asset while prohibiting other groups from using that

same asset does not create an environment that supports multimodal transporation and it creates costs that limit funding for multimodal projects. Parking is not explicitly addressed as an element of the Neighborhood, Housing and Urban Conservation goals and policies. However, the proposed parking strategy supports the preservation of neighborhood character in that it increases enforcement, which can preserve the character of streets and neighborhoods. One of the problems currently seen in neighborhoods, especially streets without curb, gutter, and sidewalks, is cars parking beyond the right of way in ways that impact pedestrian and bicycle access and damage private property. A residential parking permit program would also allow residents the ability to have exceptions to the 2 hour parking limits. The strategy gives property owners a fair and public process to petition the City for involvement in the program but also the freedom to not participate. This empowers the neighborhood residents and property owners to determine needs in a manner consisten with their values and quality of life in a way that an threshold-based program could not.

In summary, I have found that the proposed Comprehensive Parking Management Program is consistent with the Flagstaff Regional Plan 2030 goals and policies. It is consistent with or helps to implement policies in the Growth and Land Use, Transportation and Public Facilities chapters and there are no policies with which it conflicts.

Regional Plan Goals and Policies Cited in this Memo

Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.

Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown's status as the best-served and most accessible location in the region.

Policy LU.12.2. Create a downtown parking strategy plan that continues to utilize and improve upon on-street parking, public parking lots and garages, and shared private parking spaces, with clear signage for wayfinding and to inform the public of all parking options.

Policy LU.12.3. Locate public and private parking facilities, lots, and garages carefully, screening parking from streets, squares, and plazas.

Policy LU.12.6. Revise parking regulations to encourage shared parking between various uses within existing structures.

Policy LU.12.11. Develop a residential parking program to address the impacts of on-street parking on public streets in the downtown and surrounding areas, while considering the needs of residents, public events, and enterprises in and around the impacted areas.

Policy T.1.1. Integrate a balanced, multimodal, regional transportation system.

Policy T.1.2. Apply Complete Street Guidelines to accommodate all appropriate modes of travel in transportation improvement projects.

Policy T.1.3. Transportation systems are consistent with the place type and needs of people.

Policy T.1.4. Provide a continuous transportation system with convenient transfer from one mode to another.

Policy T.1.7. Coordinate transportation and other public infrastructure investments efficiently to achieve land use and economic goals.

Goal T.2. Improve transportation safety and efficiency for all modes.

Goal T.3. Provide transportation infrastructure that is conducive to conservation, preservation, and development goals to avoid, minimize, or mitigate impacts on the natural and built environment.

Policy T.3.4. Actively manage parking, including cost and supply, to support land use, transportation, and economic development goals.

Goal T.4. Promote transportation infrastructure and services that enhance the quality of life of the communities within the region.

Goal PF.2. Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.



City of Flagstaff

Comprehensive
Parking Management Program

Administrative Guidelines

DRAFT - September 2016 No 2

<http://tinyurl.com/Park-Flag>

ParkFlag@flagstaffaz.gov

[\(928\) XXX-XXXX](tel:(928)XXX-XXXX)

Index:

Note: Index is hyperlinked to document sections.

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2. [Demand Reduction](#)
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[Appendix A – Map of Comprehensive Parking Management](#)

[Appendix B – Residential Permit Parking Petition](#)

[Appendix C – Standard Layout of Residential Parking Permits Areas](#)

[Appendix D – Meter Schedule](#)

[Appendix E - Fee Schedule](#)

[Appendix F – Standard Signage](#)

Part 1 – General Guidelines

I. General

- A. All other parking limits / rules apply, including but not limited to
 - 1. Seasonal parking restrictions
 - 2. Parking within the lines or markings
 - 3. Accessible parking restrictions
 - 4. Parking on sidewalks, loading zones, and similar regulations
 - 5. Vehicle abandonment
- B. ParkFlag will be enforcing all parking violations in the management area
- C. A parking permit does not guarantee a parking space is available
- D. On-duty marked Emergency Vehicles are exempt from all regulations.

II. Permits

- A. Virtual permits – License Plate is the permit
 - 1. Verification of Eligibility
- B. General Permit Rules
 - 1. Multiple License Plates allowed
 - a. Unlimited
 - b. One user at a time
 - 2. Permits limited to use (valid) in zone issued
 - 3. No pro-rated sales or refunds – “As-is” annual permits
 - 4. Misuse of permits = Void
 - 5. Annual = July 1 thru June 30
- C. Point of Sale
 - 1. Online
 - 2. Parking Office

III. Meters

- A. Non-functioning
 - 1. One non-functioning = Pay-to-park still applies
(Signs on kiosks note networked system)
 - 2. System non-functioning = Two-hour parking

IV. Program Roll-out

- A. Advance Outreach:
 - 1. Property Owners – Management of Private Parking
 - 2. Marketing side of Website
 - a. Parking Maps
 - b. “Parking Tips” Document

- c. NAIPTA Route Planning App
 - 3. Technical side of Web Site
 - a. Comprehensive Parking Management Plan
 - b. Administrative Guidelines
 - c. Regulatory Map
 - 4. Large Newspaper Advertisements
 - 5. Open Houses
- B. Introductory Period
 - 1. 30 days
 - 2. Courtesy "Failure to Pay Meter" Tickets (No Fine)
 - 3. All other parking tickets normal
- C. Parking Steering Committee
 - 1. Continues to meet monthly as needed
 - 2. Public is welcome
 - 3. Review ParkFlag implementation changes
 - 4. Serves to hear citizen requests for implementation changes

Part 2 - Demand Reduction

I. Transportation Choices

A. Bicycle

1. Coordinate parking and bicycle planning (ParkFlag and FMPO)
2. Include links to FUTS in ParkFlag website
3. Develop parking discount for regular bicycle commuters
4. Include bicycle commute supporting facilities in parking facilities
 - a. Short-term parking
 - b. Long-term Parking
 - c. Bike Share Facilities
 - d. Other facilities such as “stations”

B. Transit

1. Coordinate parking and transit planning (ParkFlag, FMPO, and NAIPTA)
2. Include links to Mountain Line in ParkFlag website
3. Develop parking discount for regular transit commuters
4. Encourage and support NAIPTA park-n-ride facilities
5. ecoPASS – Provided by ParkFlag to those eligible for D, E or F Permits
 - a. Free
 - b. In lieu of issuance of permit
 - c. Pilot program – starts with 100 being available (year one)
 - d. T Permit

C. Tele-commuting

1. Develop parking discount for regular tele-commuters

II. Parking Choices

A. Park-n-ride Program

1. Include in parking map: Transit, FUTS, and park-n-rides lots
2. Include links to MoveMeFLAG in ParkFlag website
3. Park-n-ride: Buffalo Park parking lot expansion
 - a. Jury Pools
 - b. Co-ordinated with Streets/Parks Section
4. Develop other park-n-ride lots

B. Carpool / Vanpool

1. E permit - Discount for carpool per Fee Schedule (Appendix E)

III. Incentives

A. Educate Employers about Commuter Choice Tax Benefit

- B. Encourage employers paying for employee parking permits to have “cash out” option when not used
- C. Encourage NAPEBT to incentivize active transportation choices for wellness points

Part 3 – Downtown Resident Permit Parking (D Permits)

I. Program Overview:

- A. Single Family Residential Properties (that have no other uses on the property):
Permit holder allowed to park in any “Pay by Plate Parking - E Permit Exempt” space, and when so parked is exempt from posted pay-to-park and/or parking time-limit requirements.
 - 1. Annual
 - 2. Valid
 - a. In specific zone only.
 - b. 24/7
 - c. For three parades per year, permits will not be valid for certain streets and dates (determined annually by the Event Permit):
 - i. Armed Forces
 - ii. Fourth of July
 - iii. Holiday Lights
- B. All Other Residential Units: Permit holder allowed to park in any “Pay by Plate Parking - E Permit Exempt” space in a public parking lot, overnight, and when so parked is exempt from posted pay-to-park requirement and prohibition on overnight parking.
 - 1. Annual
 - 2. Valid 10 PM to 7 AM, November 1 through April 1
 - 3. Not valid for on-street spaces
- C. No Guest Permits

II. Areas Served (See Appendix A):

- A. EN or ES Zones
- B. Streets with meters

III. Eligibility:

- A. Residence Existed on July 1, 2016
- B. Resident of Downtown - One per water meter
 - 1. Number of units not considered
 - 2. Number of tenants not considered

IV. Permits:

- A. Required Linkages
 - 1. Proof of year residence established
 - 2. Vehicle License Plate
 - 3. Water Meter
- B. Cost per Fee Schedule (See Appendix E)



Part 4 – Employee / Business Owner Permit Parking (E Permits)

- I. Program Overview: Permit holder allowed to park in any “Pay by Plate Parking - E Permit Exempt” space, and when so parked is exempt from posted pay-to-park and/or parking time-limit requirements
 - A. Annual
 - B. Valid
 1. In specific zone only.
 2. 24/7
- II. Areas Served (See Appendix A):
 - A. EN or ES Zones
 - B. On-street Spaces and public parking lots
- III. Eligibility:
 - A. Employees / Business Owners with business located within the same zone
 - B. Employees / Business Owners within 600 feet of the zone may choose only one zone in which to get a permit
- IV. Permits:
 - A. Required Linkages
 1. Vehicle License Plate
 2. Employment / Business Verification
 3. Parking Zone
 - B. Cost per Fee Schedule (Appendix E)
 - C. Permit Sales: Sold by annual lottery until supply increased



Part 5 – Facility Specific Permit Parking (F Permits)

- I. Program Overview: Permit holder allowed to park in “Parking Permit Required – F Permit” parking lot space of a specific facility
 - A. Annual
 - B. Valid
 1. In specific zone only.
 2. 7AM to 5 PM
 - C. Subject to variations based on facility owner/operator and agreement
- II. Areas Served (See Appendix A):
 - A. Various zones (for individual facilities or for a group of facilities)
 - B. Public or private parking lots of specific facilities that are managed by ParkFlag
- III. Eligibility:
 - A. Establishing a Facility Specific Permit Parking Zone (and parking management by ParkFlag)
 1. Public or private parking lots of specific facilities
 2. Suitable lots:
 - a. Those for which the owners use is symbiotic with ParkFlag use of such lots in off-hours, specifically including for public parking
 - b. Have enough available spaces to warrant management by ParkFlag
 3. Management shall be per written agreement between ParkFlag and facility owner/operator
 - B. Issuance of Facility Specific Parking Permit: Per facility owner/operator and agreement
- IV. Permits:
 - A. Required Linkages
 1. Vehicle License Plate
 2. Employment or other verification documents necessary per facility owner/operator’s specification
 3. Parking Zone
 - B. Cost per facility owner/operator and agreement



Part 6 – Residential Permit Parking (R Permits and G Permits)

I. Program Overview:

- A. Resident Permits - Permit holder allowed to park in any “No Parking - R Parking Permit Exempt” space
 - 1. Annual
 - 2. Valid
 - a. In specific zone only.
 - b. 24/7
 - c. For three parades per year, permits will not be valid for certain streets and dates (determined annually by the Event Permit):
 - i. Armed Forces
 - ii. Fourth of July
 - iii. Holiday Lights
- B. Guest Permits – G Permit holder allowed to park in any “No Parking - R Parking Permit Exempt” space
 - 1. Valid for 24 hours

II. Area Served (See Appendix A):

- A. R1-6 Zones
- B. As requested, on block by block basis

III. Eligibility:

- A. Establishing a Residential Permit Parking Zone
 - 1. Circumstances Required for Implementation:
 - a. Complete and correct petition requesting parking management
 - b. Petition Affirmatively Signed by 51% of Property Owners
 - i. Property Owners Only
 - (1). Corner lots and other multiple frontage lots vote on the frontage of the address
 - ii. Each Water Meter entitles Property Owner to One Vote
 - (1). Multiple Water Meters = Multiple Votes
 - (2). Land Use (Res or Non-res) Not Considered
 - (3). Number of Units Not Considered
 - (4). Number of Tenants Not Considered
 - iii. Any response other than “Yes” is counted as a “No” vote
 - c. 75% Occupancy of On-street parking Spaces
 - i. Tested by City - Method and Form Determined by City
 - ii. Exemptions:
 - (1). Any block within three blocks of FDBIRD



- (2). Any block within three blocks of NAU
 - d. Each block must comply individually
 - 2. Petitions:
 - a. Required Form (See Appendix D)
 - b. List all Property Owners / Water Meters
 - i. Both sides of block(s)
 - ii. Regardless of Vote
 - c. Includes Requested Configuration
 - B. Issuance of Resident Parking Permits
 - 1. Resident of same Parking Zone - One per water meter
 - a. Land use (residential or non-residential) not considered
 - b. Number of units not considered
 - c. Number of tenants not considered
 - d. Off-street parking not considered
 - e. Vacant Lots not considered
 - C. Issuance of Guest Parking Permits – (12) “Free”, Unlimited Paid
- IV. Configuration: Resident Permit Parking Zones:
 - A. Street segments by block of 100 house numbers
 - B. One of three configuration options
 - 1. Option 1 - Time limited parking in entire area served and permits exempt permit holder from time limit, or
 - 2. Option 2 - Open parking ½ of each side of street, and resident parking only (permit required) on remainder of the street, or
 - 3. Option 3 - Time limited parking ½ of each side of street, and resident parking only (permit required) on remainder of the street.
 - C. Other configurations not available
 - D. Per Base Layout (See Appendix B)
- V. Permits:
 - A. Required Linkages
 - 1. Vehicle License Plate
 - 2. Water Meter
 - 3. Parking Zone
 - 4. Proof of ownership (If City record differs)
 - B. Guest / Contractor Permits
 - 1. Required Linkages
 - a. Vehicle License Plate
 - b. Resident Permit (Water Meter / Parking Zone)
 - C. Costs per Fee Schedule (See Appendix E)



Part 7 – Pay-to-park

I. Program Overview:

A. Parkers required to pay for parking.

1. Pay-by-plate
2. Multi-space Kiosks
3. Online and Mobile Payment
4. Hours of Operation: Per schedule (See Appendix C)

B. Meter Exemption Permit

1. Special Events, construction, etc.
2. Associated with Street Closure Permit
3. For three parades per year, Meter Exemption Permit will not be required for certain streets and dates (determined annually by the Event Permit):
 - a. Armed Forces
 - b. Fourth of July
 - c. Holiday Lights

II. Areas Served (See Appendix A): On-street Spaces and public parking lots

III. Cost: per Fee Schedule (See Appendix E)



Part 8 – Time-limited Parking

I. Program Overview:

- A. 2-Hour Parking – 7am to 8pm – M-S

II. Areas Served (See Appendix A):

- A. Cottage Avenue – Mike’s Pike to Agassiz
- B. Benton Avenue - Mike’s Pike to Agassiz
- C. DuPont Avenue – Humphreys to Agassiz
- D. Ellery Avenue - Humphreys to Agassiz



Part 9 – Compliance and Collections

I. Staffing

A. Enforcement Staff:

1. Civilian Employees of PD
2. PD/EV Agreement: Day-to-day supervision within EV
3. With Meter Installation - Add (3) FTE for a total of (4)
4. Ongoing - Add (1) FTE per every 300 spaces added to program

B. Parking Manager:

1. Within EV
2. Interim – CD&R Manager
3. Permanent – Six months after full start of operations

II. Ticket Policies

A. Escalating “Failure to Pay Meter” Tickets

1. Forgive first per Year (“Warning” notice)
2. Increase if not paid in 15 days
3. Increase again if not paid in 30 days
4. Second and third tickets per year will be separate violations.

B. Collection Procedures

1. State of Arizona Assessments still due and payable.
2. Parking tickets paid at/to Park Flag office
 - a. Funds to State of Arizona and Parking fund
3. Contested tickets are referred to Municipal Court
 - a. See also “Dispute Resolution”
 - b. Funds to State of Arizona and General Fund

C. Dispute Resolution

1. Parking Manager’s authority to void tickets
 - a. Information on the citation is accurate or incomplete
 - b. Facts, events or circumstances unknown to the issuing officer
 - c. Ticket in error (compliance demonstrated)
 - d. Mitigating circumstances prevented compliance
2. Parking Manager may not void a ticket on the basis of:
 - a. The meter was broken
 - b. I was only in violation for a minute
 - c. I did not know that I could not park there
 - d. I think the fine is too high
 - e. I did not see the sign or curb markings
 - f. I cannot afford to pay the fine

- g. I have never had a ticket before
 - h. I am from out-of-town
 - i. I am local
 - j. I will never do it again
 - 3. Contested tickets are referred to Municipal Court
- D. Heavy Hitters = (3) tickets unpaid for more than 6 months
 - 1. Void Permits by Address
 - 2. Booting
 - 3. Towing
 - 4. Enable MVD program – Attach to Vehicle Registration
- E. Fines: per Schedule – Revise Schedule

III. Misc.

- A. Enforcement routes start at managed facilities parking lots

Part 10 – Assets

I. Parking Lots at Onset of Program

A. Public Parking

1. Phoenix Avenue
2. Beaver Street
3. Leroux Street
4. Visitor Center
5. Wheeler Park
6. Lumberyard
7. Wong
8. Boyer

B. Managed Facilities

1. City Hall
2. Cherry (APS) Building
3. Downtown Library
4. County Lots (per Map)

C. Additional Public or Managed Parking Lots may be added using standard City acquisition and approval processes.

II. Multi-space Meters (Kiosks):

A. Physical Equipment

1. Small footprint
2. Solar/battery power
3. Multi-lingual
4. Messaging (Instructions, Events, Closures, etc.)

B. Forms of Payment

1. *Cashless* – No bills, no coins
2. Card, Online, Mobile, and Merchant Coupons

C. Networked and Expandable

III. Back-of-house

A. Software

1. Real-time Usage, etc. Reporting
2. System changes (Dynamic Pricing)
3. Collections
4. Boot List

B. e-Permits – R1-6, D, EN-S, F1-X, and G type Permits

1. On-line POS

- 2. Verification required (of some)
- C. Enforcement Module
 - 1. Connect to handhelds (Tablets)
 - 2. Connect to PD/Courts LEEDS Software
- D. Payment of Tickets
- E. Monthly Service
 - 1. Back-of-house
 - 2. Enforcement Module

IV. Compliance Equipment

- A. Electronics
 - 1. Military Grade Tablets
 - 2. Blue Tooth Printer
 - 3. Cell Phone Accounts
- B. Boots

V. Parking Office

- A. Need – Lease space under consideration
 - 1. Accessible (Public and Employees)
 - 2. Payment Window
- B. Furniture
- C. Back-of-house Computer
- D. Point-of-sale system needed
- E. Hot Line (Telephone)

VI. Misc. Supplies & Equipment:

- A. Printer Paper, Envelopes, Pens, etc.
- B. Uniforms

VII. Maintenance

- A. Existing Assets (Parking Lots and Signs) from Existing Budgets
- B. New and Future Assets from ParkFlag Funds

Part 11 – Purchasing

I. Procurement

- A. Meters - National Purchasing Contract
- B. Back-of-house – National Purchasing Contract
- C. Regulatory Signs – (within installation JOC)
- D. Capital Financing – RFP

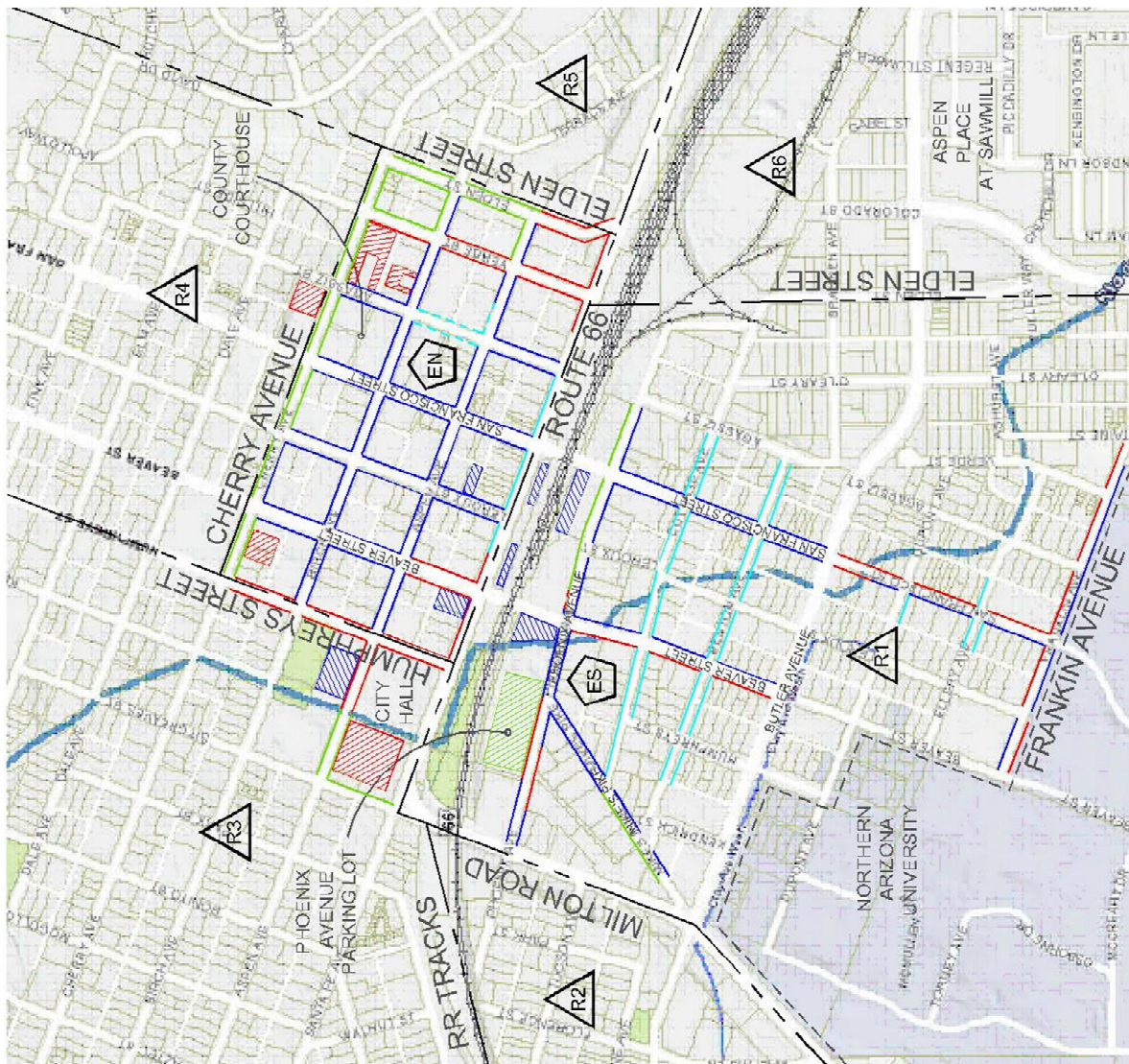
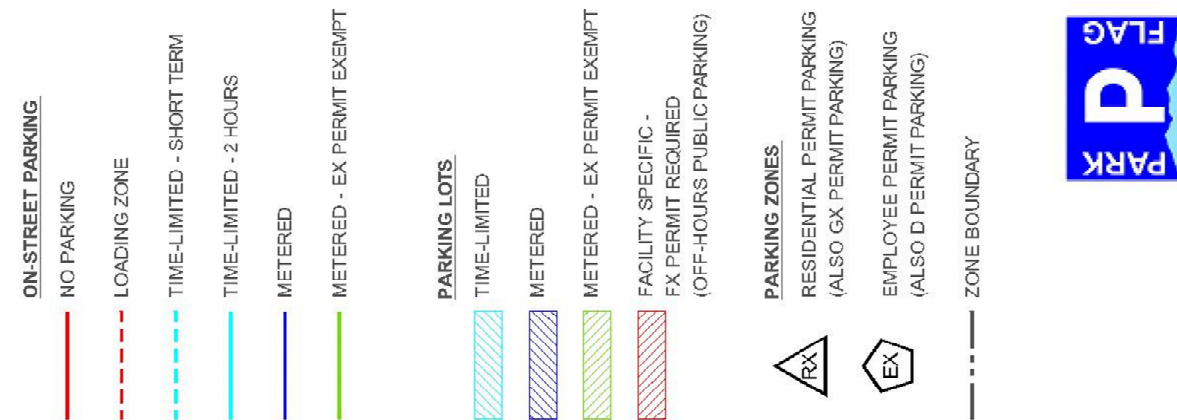
II. Installation – Job Order Contract

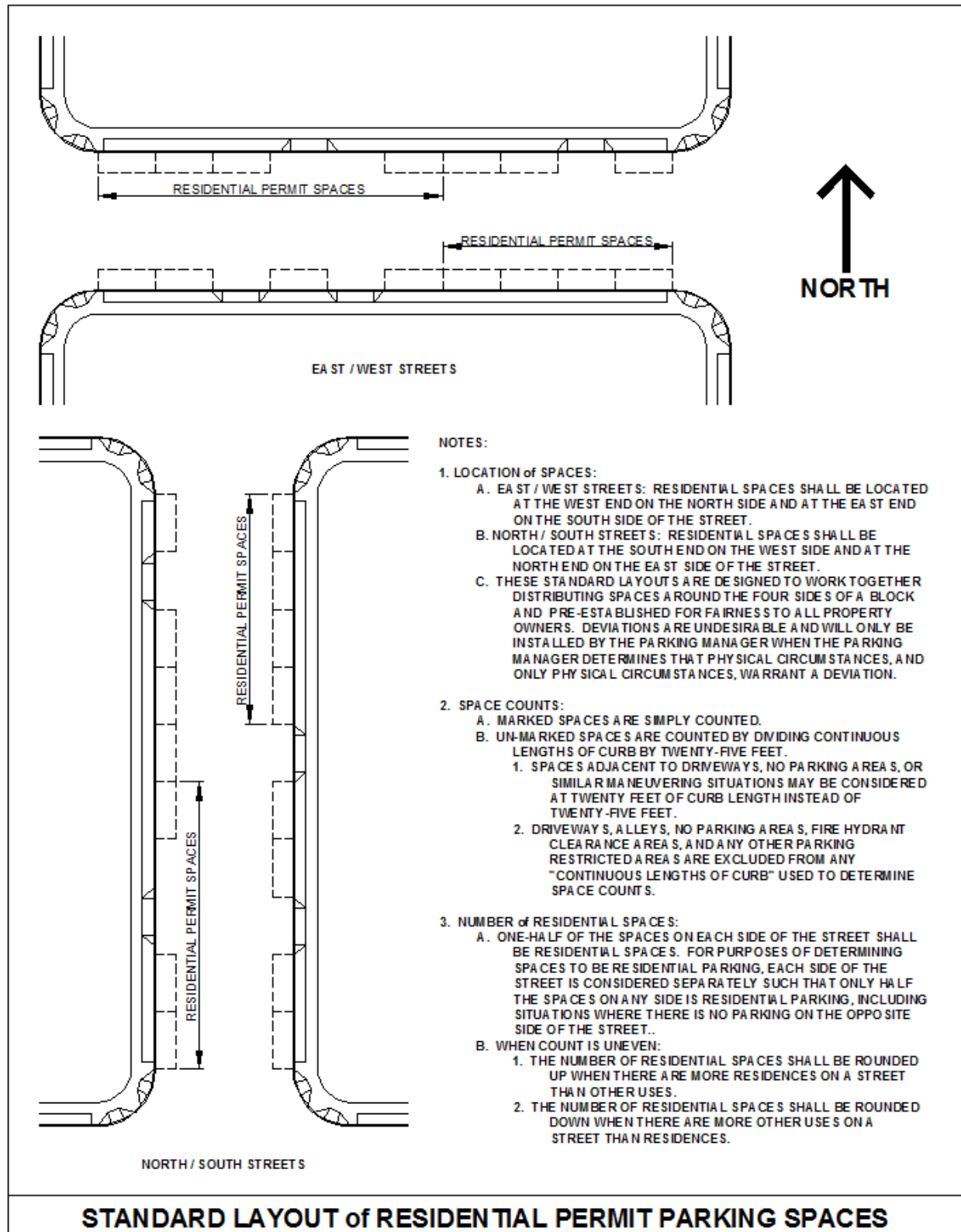
- A. Meters
- B. Signs
- C. Southside Temporary Curbs

Part 12 – Financial

- I. ParkFlag Fund: The City has by ordinance established a Special Revenue Fund for parking and parking management. The revenues and expenses of the parking system are accounted separately from other portions of the City budget. The uses of funds are restricted to parking and parking management. Changes to the ordinance requires special noticing.
- II. Start-up Costs: Funding for the initial capital improvements, equipment, other start-up expenses, and the first year of operations is being provided from the City General Fund. Parking revenues will be used for repayment of City in years two and three.
- III. Capital Reserve: By ordinance, each year, no less than twenty percent (20%) of the annual gross parking revenue will be held in reserve for the acquisition and construction of additional parking.
- IV. Operational Reserve: In determining if additional funds (more than twenty percent (20%) of the annual gross parking revenue) can be placed in the Capital Reserve account, no less than a ten percent (10%) operational fund balance (reserve) shall be carried forward from year to year.
- V. Equipment Capital Financing and Replacement: The Pro Forma is based on financing the pay-to-park equipment (meters) for ten to thirteen years. In the years after the City start-up funding is repaid, the Five-year Plan sets aside funds for the replacement of the equipment.
- VI. Revenues:
 - A. The Pro Forma is based on pay-to-park revenue being the primary revenue of the system.
 - B. Permit revenues and other fees per the fee schedule are relatively minor. The pay-to-park revenue subsidizes the other parking programs.
 - C. After the State portion of citation monies is provided to the State, monies from parking citations collected by the Park Flag office will be deposited in the ParkFlag Fund. Parking citation monies collected by the Municipal Court will be deposited into the General Fund.
- VII. All financial matters subject to the City's Annual Budget process and allocations.

Appendix A – Map of Comprehensive Parking Management





Appendix C – Meter Schedule

Daily Meter Schedule																								
	1a	2	3	4	5	6	7	8	9	10	11	12p	1	2	3	4	5	6	7	8	9	10	11	12a
MONDAY - WEDNESDAY																								
THURSDAY - FRIDAY																								
SATURDAY																								
SUNDAYS & HOLIDAYS																								
Pricing:		\$1.00 per hour																						

Notes:

1. No cap on number of hours purchased.
2. No escalation of hour cost.
3. No Seasonal Price Change

PLEASE INDICATE LOCATION PROPOSED FOR INSTALLATION OF RESIDENTIAL PERMIT PARKING (Example: 400 block of E Dale Avenue):

We further request the following configuration (Prior to obtaining signatures, please check one box and cross-out lines with un-checked boxes):

- Please print legibly and include all water meters in the area proposed, even if other information or a signature is not obtained.*

Note: ParkFlag staff or Utilities Division staff can assist with the identification of water meter numbers on any particular street segment.

Comprehensive Parking Management Program
Administrative Guidelines
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[illegible]

Note: In order to verify the petition, water meter numbers and email contact information for any person signing the petition is required. Please be aware that the information you provide to ParkFlag (the City of Flagstaff) may be used, disseminated, and retained as needed in conducting the City's official business and some information, such as the names of persons who have signed the petition, may be subject to disclosure in accordance with Arizona Public Record laws.

Send complete, correct, unaltered, original petitions to: ParkFlag, 1 E Route 66, Flagstaff, AZ 86001

For information or assistance, please email: ParkFlag@flagstaffaz.gov or call (928) XXX-XXXX

Appendix E – Fee Schedule

I. Permits:

- A. Downtown Resident Permit (D) – \$60 per Month
- B. Downtown Resident Permit (D - SFR) – Free
- C. Employee / Business Owner Permit (E)
 - 1. Single - \$45 per Month
 - 2. Carpool – Deduct \$5 for each E Permit eligible employee on one permit
- D. Facility Specific Permit (F) – Free
- E. Resident Permit (R) – Free
 - 1. Guest / Contractor Permit (G) – (12) per year free then \$5 per 24 hours
 - 2. Additional Resident Permit – 1st = \$250, 2nd = \$350, 3rd = \$450

II. Pay-to-park - Meter Rate Schedule Attached

III. Meter Exemption Permit (M)

- A. Events - \$1 per space per half day
- B. Other - \$5 per space per day

IV. Fine Schedule – Ticket Schedule Attached [\[Scan\]](#)

Appendix F – Standard Signage



TYPE: PPK



TYPE: CH2L



TYPE: PPP



TYPE: CK12



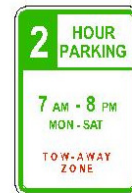
TYPE: PPE



TYPE: PE



TYPE: PR



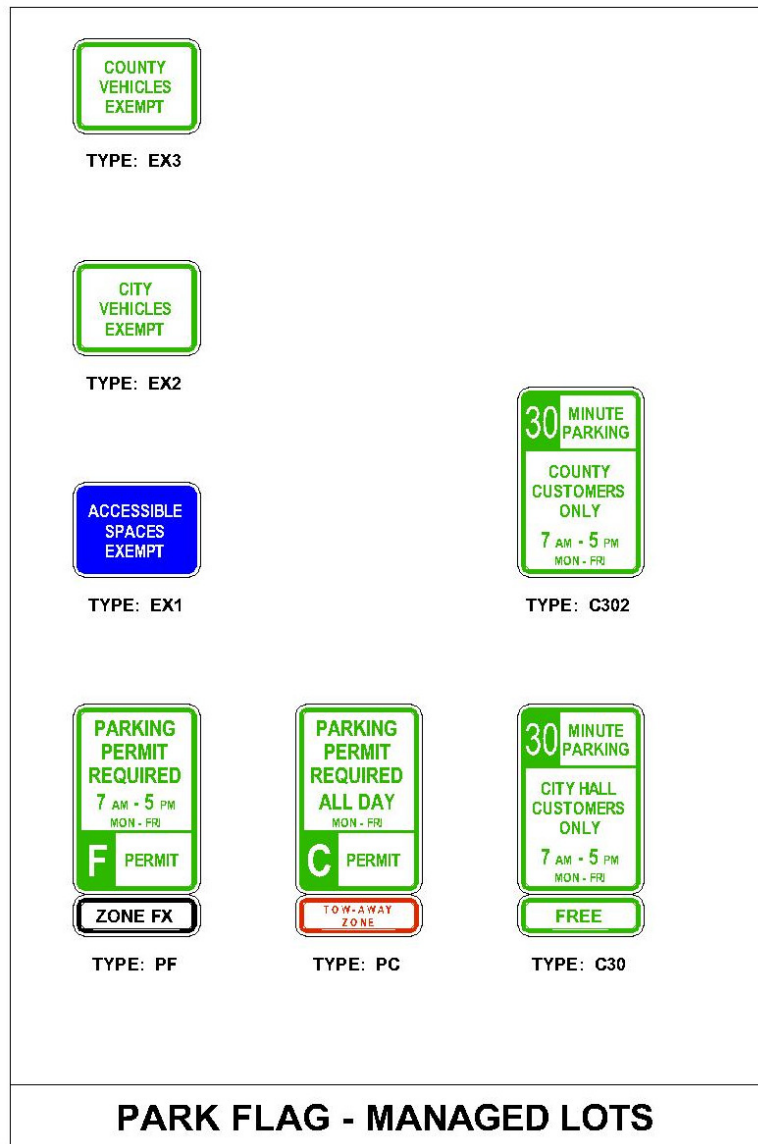
TYPE: TH2



TYPE: PO

PARK FLAG - PUBLIC PARKING

Basic Program Signs



Signs for Managed Parking Lots



Replacement Signs for Streets Division



Park Flag

City Hall and Cherry Building Parking Management Program

DRAFT - August 2016

West Parking Lot – Zone F1

Overall Regulation: Parking Permit Required (7am to 5pm) – F Permit

Accessible Spaces Exempt

Overnight Parking by Permit Only – No permits to be issued

F1 Permit

Issued to City Hall employees

No Charge

Notes

Reserved Spaces Unchanged (at this time)

During regulatory period

No customer/public parking

City Vehicles prohibited

Except those that go home with employees

(Which then get an F permit)

Free Public Parking outside of regulatory period

Wheeler Parking Lot

Overall Regulation: Pay-to-park

30 Minute Customer Parking Exempt

C Permit parking Spaces Exempt

Overnight Parking by Permit Only – No permits to be issued

Customer Parking: Seven spaces on the east side of the lot

Parking Permit Required (All Day) – C Permit

Seven Spaces on the west side of the lot

C Permits issued to City Council Members and Commissioners

(Intended to be used during meeting times of Council/commission)

Notes

Accessible spaces are pay-to-park

Free Public Parking outside of regulatory period

Cherry Building Lot – Zone F2

Overall Regulation: Parking Permit Required (7am to 5pm) – F Permit

Accessible Spaces Exempt

City Vehicles Exempt

Overnight Parking by Permit Only – No permits to be issued

F2 Permit

Issued to Cherry Building employees

No Charge

Notes

During regulatory period

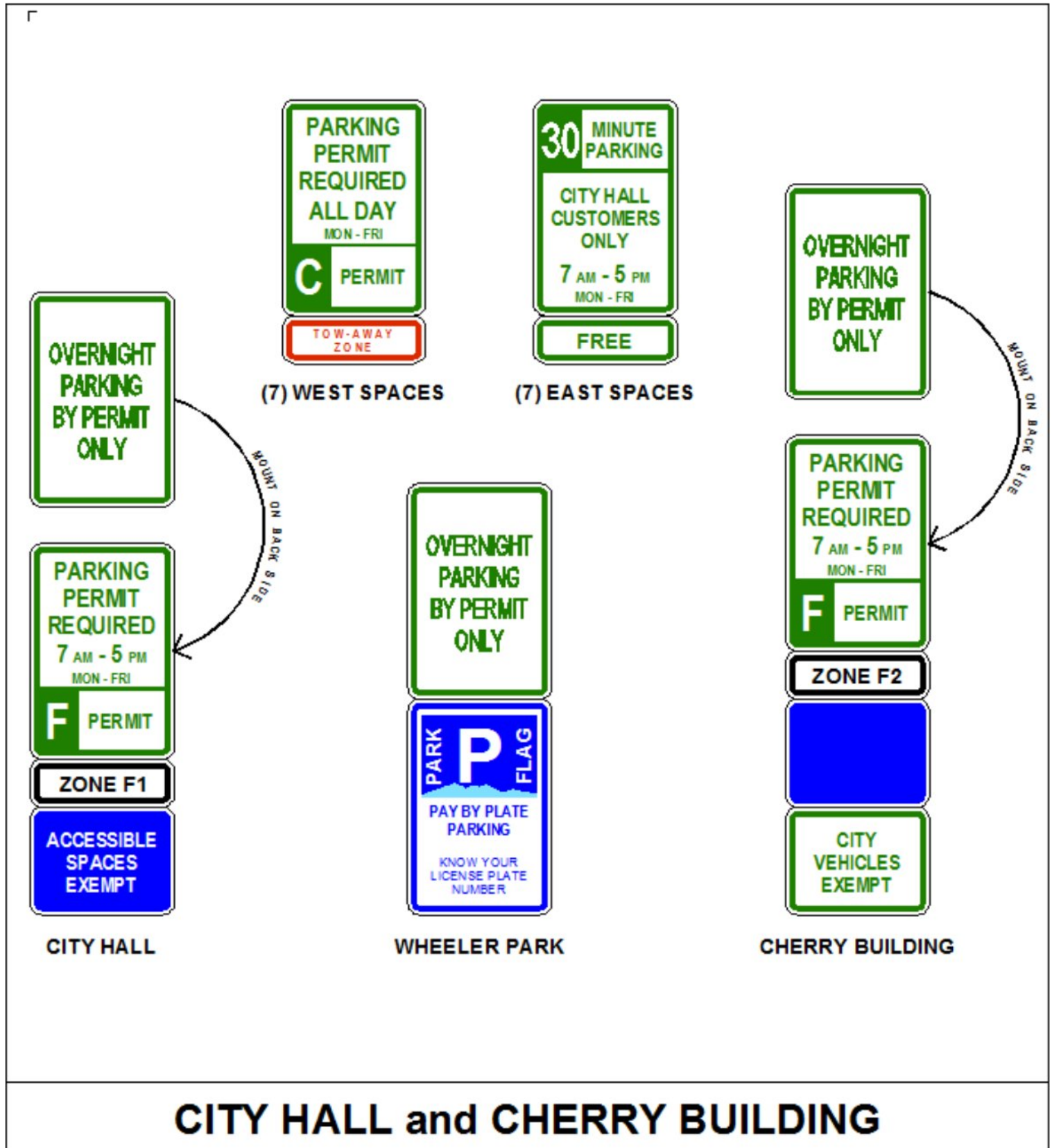
No customer/public parking

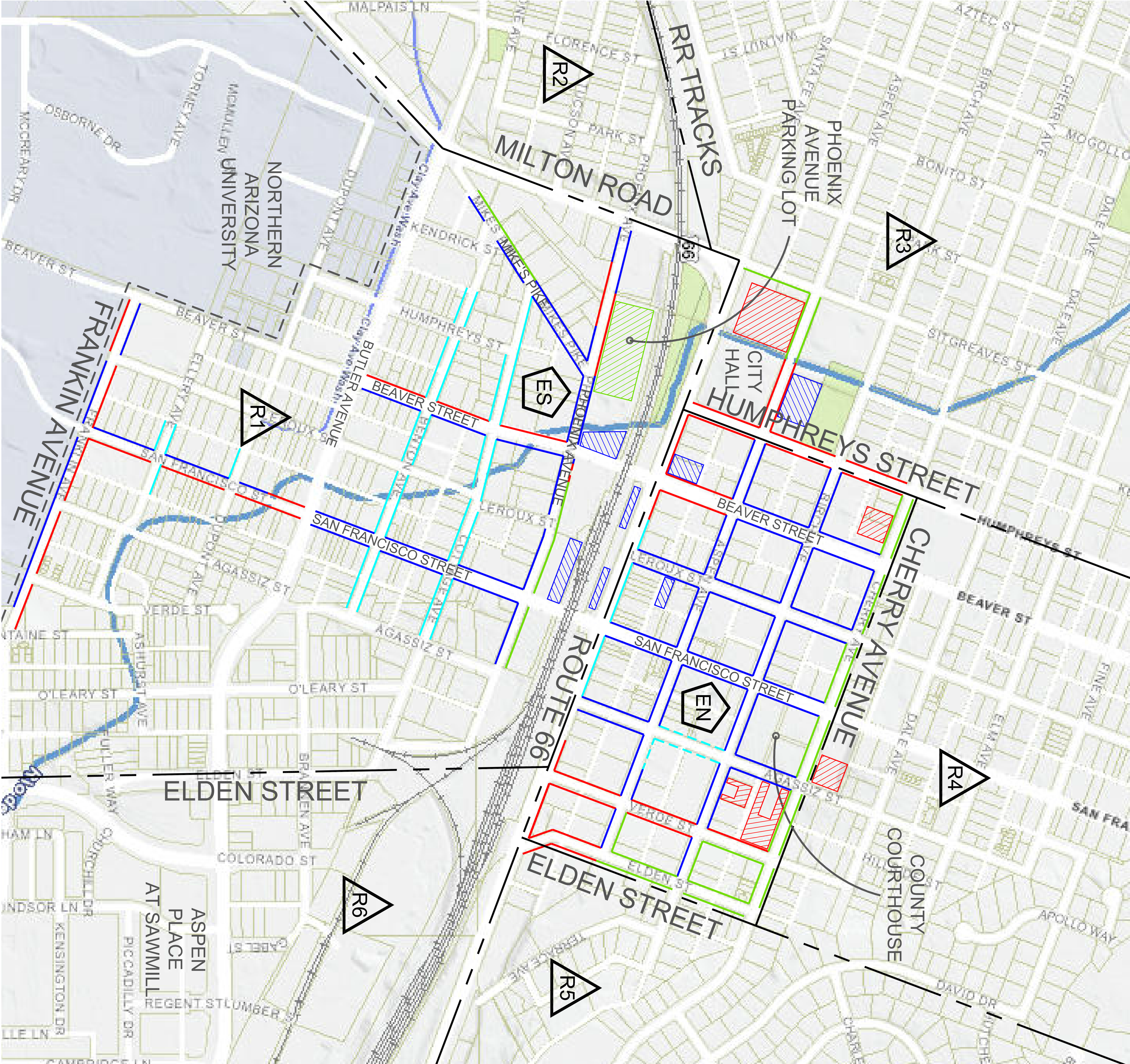
Free Public Parking outside of regulatory period

Downtown Library Lot

Overall Regulation: 2-Hour Parking – 7am to 8pm

Accessible Spaces Exempt





ON-STREET PARKING

NO PARKING

LOADING ZONE

TIME-LIMITED - SHORT TERM

TIME-LIMITED - 2 HOURS

METERED

METERED - EX PERMIT EXEMPT

PARKING LOTS

TIME-LIMITED

METERED

METERED - EX PERMIT EXEMPT

FACILITY SPECIFIC -
FX PERMIT REQUIRED
(OFF-HOURS PUBLIC PARKING)

PARKING ZONES

RESIDENTIAL PERMIT PARKING
(ALSO GX PERMIT PARKING)

EMPLOYEE PERMIT PARKING
(ALSO D PERMIT PARKING)

ZONE BOUNDARY



